

# FFA Web Application User Guide

(rev. 12/12/16)

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## **1. Accessing the FFA Web Application**

Open your web browser and enter the following URL in the address:

<https://secure.dss.cahwnet.gov/cclدsecurenet/ffa/Login.aspx>

(You may want to bookmark this site or add it to your favorites).

## **2. Creating a User Account**

Access the website and click on “[Sign up for FFA Web Application](#)”



**\*\* Attention all FFA Web Application Users \*\***  
**Effective 12/29/2016 Resource Family Home approval and CFH conversion is live!**

### **FFA Web Application: the approach to home approval for Community Care Licensing (CCL)/Foster Family Agencies (FFA)/Resource Family Homes (RFH)**

FFA Web Application is built on the idea that FFA/Sub offices can approve and rescind and edit information about their Resource Family Homes as well as edit Certified Family Homes using an Extranet Web application. Now you can streamline the process with a paperless work process and rapid web response. For help, please review the FFA Web Application [User Guide](#) or the [Frequently Asked Questions](#) document.



The Community Care Licensing Division (CCLD) of the California State administration promotes the health, safety, and quality of life of each person in community care by promoting continuous improvement throughout the community care licensing system, strategies to increase voluntary compliance, providing technical assistance to care providers and by working collaboratively with clients, their families, advocates, care providers, placement agencies, and others involved in community care.

This FFA Web Application concerns actions of an existing FFA who would like to approve, rescind, and edit the information about their homes and the FFA information. [Learn more](#) about CCLD.

Sign in to FFA Web App with your



**Account**

Username:  \*

Password:

[I cannot access my account](#)

An \* signifies a required data entry

[Sign up for FFA Web Application](#)



[Adam Walsh Child Protection and Safety Act of 2006](#)

[Background Check Information](#)

## 2. Creating a User Account (cont'd)

Enter information in each field.

**\*\*Please note:** Passwords must be a minimum of eight characters and must contain at least three of the following four items:

- Lowercase letters
- Uppercase letters
- Numbers
- Punctuation

Click “Create User” to create your account.

The screenshot shows a web browser window titled "FFA Web App - Sign Up - Microsoft Internet Explorer". The address bar shows the URL: [http://dotnet.dss.ca.gov/CCLD/SecureNet/ffasys/FFA\\_Sign\\_Up.aspx](http://dotnet.dss.ca.gov/CCLD/SecureNet/ffasys/FFA_Sign_Up.aspx). The page header includes logos for the State of California, CDSS, and Community Care Licensing Division, along with the text "FFA Web Application - Ver.070629".

The main content area has a blue header with the text "FFA Web Application - Ver.070629". Below this, a message states: "Sign up for a new account on this page. Your account gives you access to the FFA Web Application and the ability to certify and decertify homes."

Below the message, a note specifies password requirements: "Your password must be at least 8 characters long and contain at least three of the following four items:" followed by a bulleted list: Lowercase letters, Uppercase letters, Numbers, and Punctuation.

Below the password requirements, a note states: "If you already have an account but forgot your password, please go to the [Forgot Password](#) page."

On the right side, there is a blue box containing a link: [Back to Sign in to FFA Web Application](#). Below the link is a small icon of the Community Care Licensing Division logo and the text "Account".

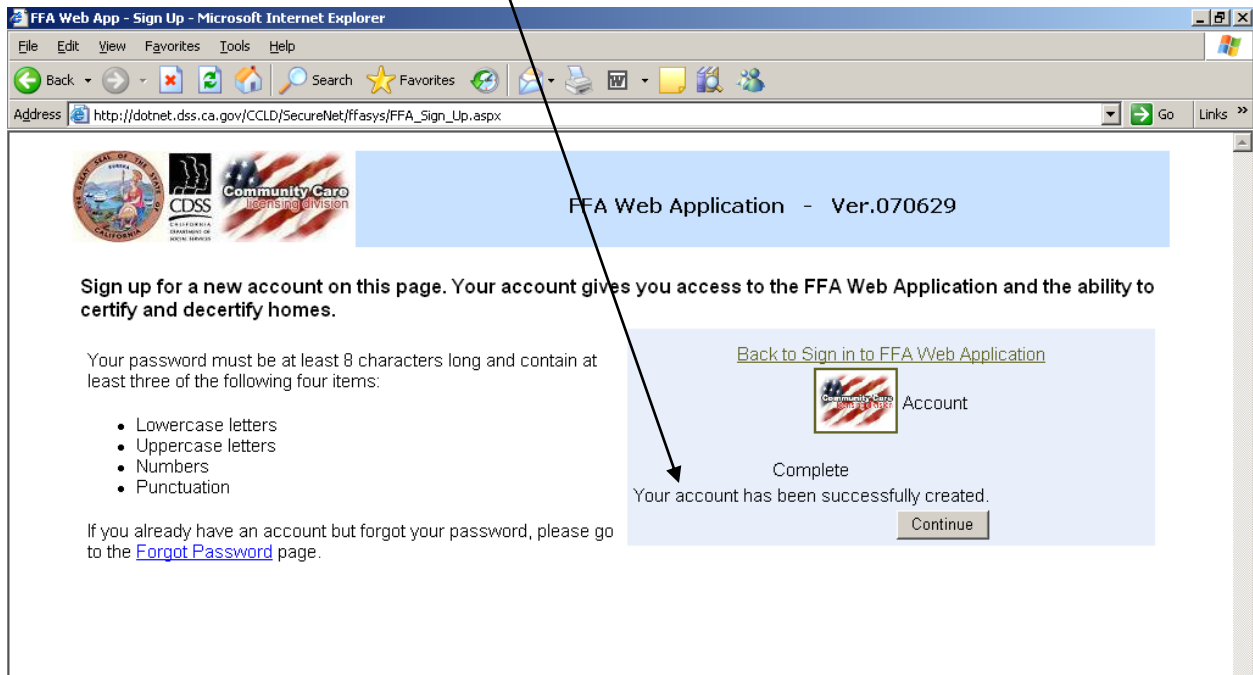
Below the "Account" text, the section "Sign Up for Your New Account" contains the following fields:

- User Name:
- Password:
- Confirm Password:
- E-mail:
- Security Question:
- Security Answer:

At the bottom right of the blue box, there is a button labeled "Create User".

## 2. Creating a User Account (cont'd)

You should see a message “Your Account has been successfully created.”



### 3. Logging in

Enter your Username and Password, then click “Sign in” button.



**\*\* Attention all FFA Web Application Users \*\***  
**Effective 12/29/2016 Resource Family Home approval and CFH conversion is live!**

#### **FFA Web Application: the approach to home approval for Community Care Licensing (CCL)/Foster Family Agencies (FFA)/Resource Family Homes (RFH)**


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This FFA Web Application concerns actions of an existing FFA who would like to approve, rescind, and edit the information about their homes and the FFA information. [Learn more](#) about CCLD.

Sign in to FFA Web App with your

 **Account**

Username:  \*

Password:

[I cannot access my account](#)

An \* signifies a required data

[Sign up for FFA Web Application](#)

[Adam Walsh Child Protection and Safety Act of 2006](#)

[Background Check Information](#)

## 4. FFA Tab – Setting up Your FFAs

This is the first screen you will see after signing in. It is called the “FFA Tab”.

**FFA Web Application - Ver. 2016-12-29**

**In order to enter a home that was certified prior to 1/1/17, please contact the FFA Web Administrator at [FFAWeb-Application@dss.ca.gov](mailto:FFAWeb-Application@dss.ca.gov)**

FFAs | Certified Homes | Resource Homes | All Homes | Cleared Adults | Decertified Homes | Rescinded Homes

FFA	Facility Name	City	Zip	In DB	Authorized			
360607148	ADOPTIONS UNLIMITED, INC.	CHINO	91710	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	De-Assign	Homes

To assign another FFA Office or Sub-office, please enter the FFA number and click 'Assign New Office'.  
(The FFA number is a 9 digit number.)

FFA Number:

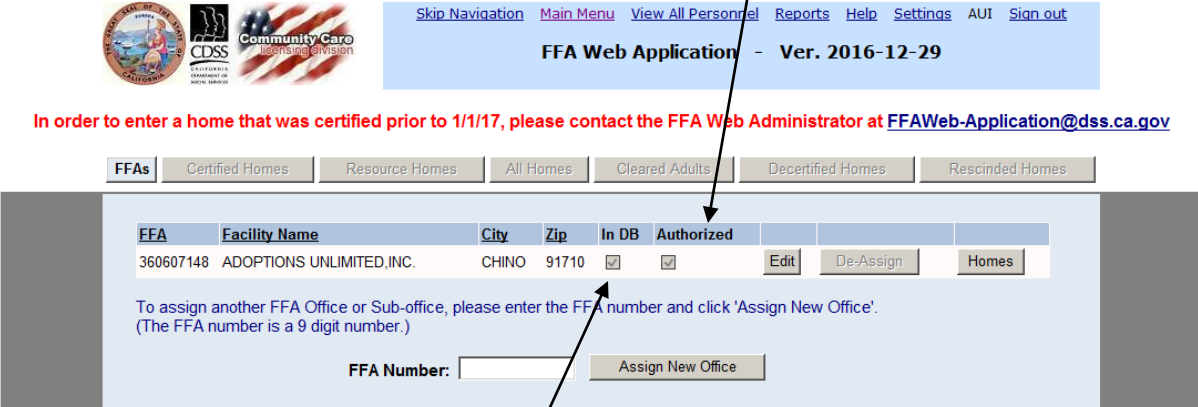
You will need to assign your FFAs to your account. To do this: enter the FFA facility number in this field and click “Assign New Office” button. Repeat this step to add each FFA or sub-office for which you are responsible.

#### 4. FFA Tab – Setting up Your FFAs (cont'd)

After adding your FFAs, they will display on the screen.

The FFA web app administrator will be required to give you authorization to work on the FFAs you added to your account. A check in the “Authorized” column means that you have permissions to make changes to the FFA or sub-office.

After the FFA web app administrator has given the authorization, he or she will send an e-mail confirming that your request to add an FFA has been completed.



The screenshot shows the FFA Web Application interface. At the top, there are logos for the State of California, CDSS, and Community Care Licensing Division. A navigation bar includes links: Skip Navigation, Main Menu, View All Personnel, Reports, Help, Settings, AUI, and Sign out. Below this, it says "FFA Web Application - Ver. 2016-12-29". A red text message states: "In order to enter a home that was certified prior to 1/1/17, please contact the FFA Web Administrator at [FFAWeb-Application@dss.ca.gov](mailto:FFAWeb-Application@dss.ca.gov)".

Below the message is a tabbed interface with the following tabs: FFAs, Certified Homes, Resource Homes, All Homes, Cleared Adults, Decertified Homes, and Rescinded Homes. The "FFAs" tab is selected.

The main content area displays a table of FFAs:

FFA	Facility Name	City	Zip	In DB	Authorized			
360607148	ADOPTIONS UNLIMITED, INC.	CHINO	91710	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	De-Assign	Homes

Below the table, there is a text instruction: "To assign another FFA Office or Sub-office, please enter the FFA number and click 'Assign New Office'. (The FFA number is a 9 digit number.)". Below this is a form with a label "FFA Number:" followed by a text input field and an "Assign New Office" button.

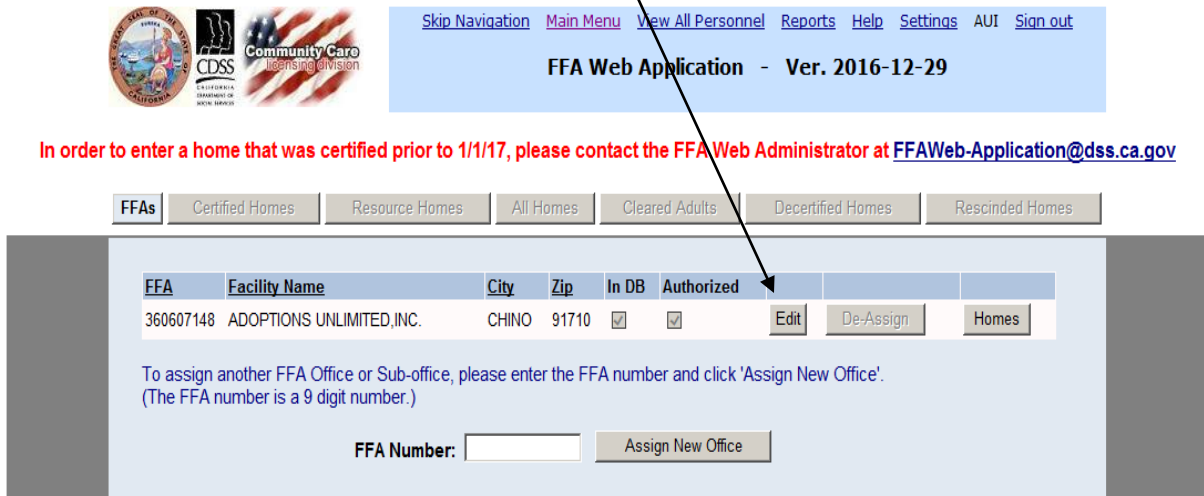
Two arrows point from the text in the preceding paragraphs to the interface: one points to the "Authorized" column header, and the other points to the "In DB" column header.

A check in the “In DB” column means that the FFA is a valid FFA in the CCLD system.



## 5. Editing FFA Information

To edit FFA information, click on the “Edit” button to the right of the FFA you want to edit.



The screenshot displays the FFA Web Application interface. At the top, there are logos for the State of California, CDSS, and Community Care Licensing Division. A navigation bar includes links: Skip Navigation, Main Menu, View All Personnel, Reports, Help, Settings, AUI, and Sign out. Below this, it says "FFA Web Application - Ver. 2016-12-29". A red text instruction states: "In order to enter a home that was certified prior to 1/1/17, please contact the FFA Web Administrator at [FFAWeb-Application@dss.ca.gov](mailto:FFAWeb-Application@dss.ca.gov)".

Below the instruction is a tabbed interface with the following tabs: FFAs, Certified Homes, Resource Homes, All Homes, Cleared Adults, Decertified Homes, and Rescinded Homes. The "FFAs" tab is selected.

The main content area shows a table with the following columns: FFA, Facility Name, City, Zip, In DB, and Authorized. The first row of data is:

FFA	Facility Name	City	Zip	In DB	Authorized
360607148	ADOPTIONS UNLIMITED, INC.	CHINO	91710	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

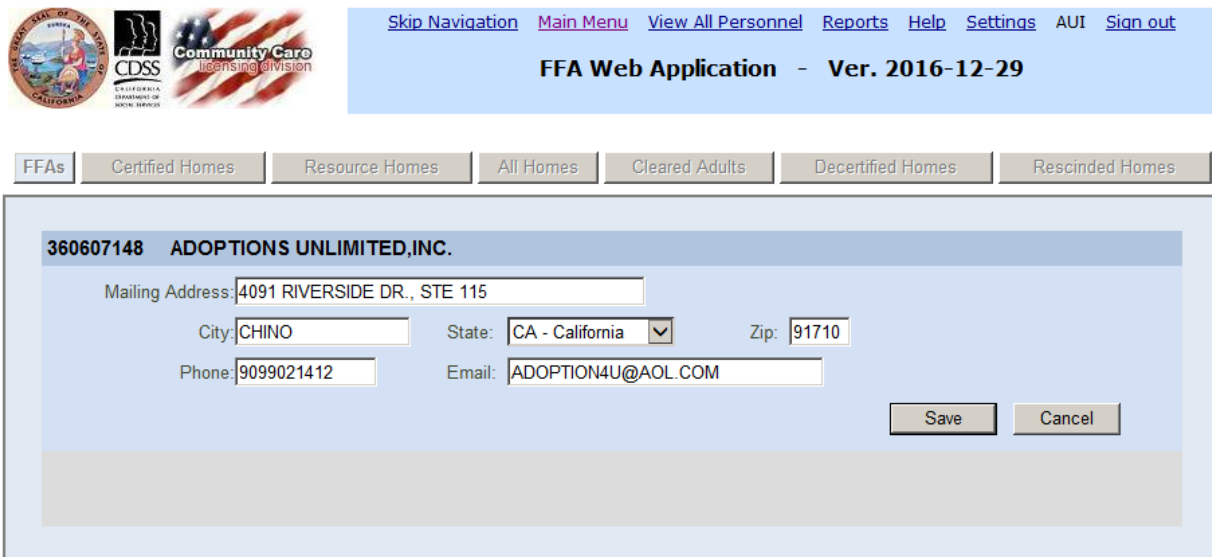
To the right of the "Authorized" column for the first row, there are three buttons: "Edit", "De-Assign", and "Homes". An arrow points from the text "To edit FFA information, click on the “Edit” button" to the "Edit" button.

Below the table, there is a text instruction: "To assign another FFA Office or Sub-office, please enter the FFA number and click 'Assign New Office'. (The FFA number is a 9 digit number.)". Below this instruction is a form with a label "FFA Number:" followed by a text input field and an "Assign New Office" button.

## 5. Editing FFA Information (cont'd)

After clicking the “Edit” button, the web app will display the FFA Edit screen. Only the fields available for edit are displayed here.

Place your cursor in the field you wish to edit. When you are finished, click on the “Save” button.



The screenshot displays the FFA Web Application interface. At the top, there are logos for the State of California, CDSS, and Community Care Licensing Division. To the right, navigation links include Skip Navigation, Main Menu, View All Personnel, Reports, Help, Settings, AUI, and Sign out. Below these is the text "FFA Web Application - Ver. 2016-12-29".

A horizontal menu contains tabs for FFA's, Certified Homes, Resource Homes, All Homes, Cleared Adults, Decertified Homes, and Rescinded Homes. The "FFA's" tab is selected.

The main content area shows the details for "360607148 ADOPTIONS UNLIMITED, INC.". The form includes the following fields:

- Mailing Address: 4091 RIVERSIDE DR., STE 115
- City: CHINO
- State: CA - California (dropdown menu)
- Zip: 91710
- Phone: 9099021412
- Email: ADOPTION4U@AOL.COM

At the bottom right of the form are "Save" and "Cancel" buttons.

## 5. Editing FFA Information (cont'd)

After editing your FFA and clicking on the “Save” button, you should see a message, “Save was successful.”

The screenshot displays the FFA Web Application interface. At the top, there are logos for the State of California, CDSS, and Community Care Licensing Division. Navigation links include Skip Navigation, Main Menu, View All Personnel, Reports, Help, Settings, AUI, and Sign out. The title bar reads "FFA Web Application - Ver. 2016-12-29". Below this is a tabbed interface with tabs for FFAs, Certified Homes, Resource Homes, All Homes, Cleared Adults, Decertified Homes, and Rescinded Homes. The "FFAs" tab is active, showing details for "360607148 ADOPTIONS UNLIMITED, INC.". The form contains fields for Mailing Address (4091 RIVERSIDE DR., STE 115), City (CHINO), State (CA), Zip (91740), Phone ((909) 902-1412), and Email (ADOPTION4U@AOL.COM). A green message "Save was successful." is displayed, and a "Back" button is visible. Arrows from the text above point to the "Save was successful." message and the "Back" button.

To return to the FFA tab, click on the “Back” button

## 6. FFA Tab – Accessing Resource Family Homes

To access the RFHs associated to an FFA, click on the “Homes” button to the right of the FFA. The FFA web app will display the Approved Homes tab.

The screenshot shows the FFA Web Application interface. At the top, there are logos for the State of California, CDSS, and Community Care Licensing Division. A navigation bar includes links: Skip Navigation, Main Menu, View All Personnel, Reports, Help, Settings, AUI, and Sign out. Below this, it says "FFA Web Application - Ver. 2016-12-29". A red message states: "In order to enter a home that was certified prior to 1/1/17, please contact the FFA Web Administrator at [FFAWeb-Application@dss.ca.gov](mailto:FFAWeb-Application@dss.ca.gov)".

Below the message is a tabbed interface with the following tabs: FFAs, Certified Homes, Resource Homes, All Homes, Cleared Adults, Decertified Homes, and Rescinded Homes. The "FFAs" tab is selected.

Under the "FFAs" tab, there is a table with the following data:

FFA	Facility Name	City	Zip	In DB	Authorized			
360607148	ADOPTIONS UNLIMITED, INC.	CHINO	91710	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	De-Assign	Homes

Below the table, there is a text box with the following text: "To assign another FFA Office or Sub-office, please enter the FFA number and click 'Assign New Office'. (The FFA number is a 9 digit number.)". Below this text is a form with a label "FFA Number:" followed by a text input field and a button labeled "Assign New Office".

An arrow points from the text in the first paragraph to the "Homes" button in the table.

## 7. Resource Homes Tab

The Resource Homes Tab displays all approved Resource Homes currently associated to the selected FFA.

On the RFH tab, there are a number of functions available:

- Add a new RFH
- Edit a RFH
- Decertify a RFH
- Transfer a RFH to another FFA within your assigned FFAs
- Associate a cleared adult to a RFH



[Skip Navigation](#) [Main Menu](#) [View All Personnel](#) [Reports](#) [Help](#) [Settings](#) [AUI](#) [Sign out](#)

**FFA Web Application - Ver. 2016-12-29**

**FFAs** | Certified Homes | **Resource Homes** | All Homes | Cleared Adults | Decertified Homes | Rescinded Homes

360607148	ADOPTIONS UNLIMITED, INC.			(909) 902-1412		CHINO	91710	
RFH	Name of Home	Residence Address	City	Zip	Date Cert	Parent		
909452385	ALAN'S TEST HOME RFH	744 P St.	Sacramento	95814	10/03/2016	<input checked="" type="checkbox"/>	Edit	Cleared Adults
909448189			DEL MAR	92014	04/08/2015	<input checked="" type="checkbox"/>	Edit	Cleared Adults
909452389	NEO 20161006B RFH	744 P St, Residence	Sacramento	95814	10/06/2016	<input type="checkbox"/>	Edit	Cleared Adults
909452406	NEO 20161012A RFH	744 P St, Residence	Sacramento	95814	10/12/2016	<input checked="" type="checkbox"/>	Edit	Cleared Adults
909452387	NEO RFH	744 P St, Residence	Sacramento	95814	10/06/2016	<input type="checkbox"/>	Edit	Cleared Adults

To add a new home to this FFA, click 'Add Home'.

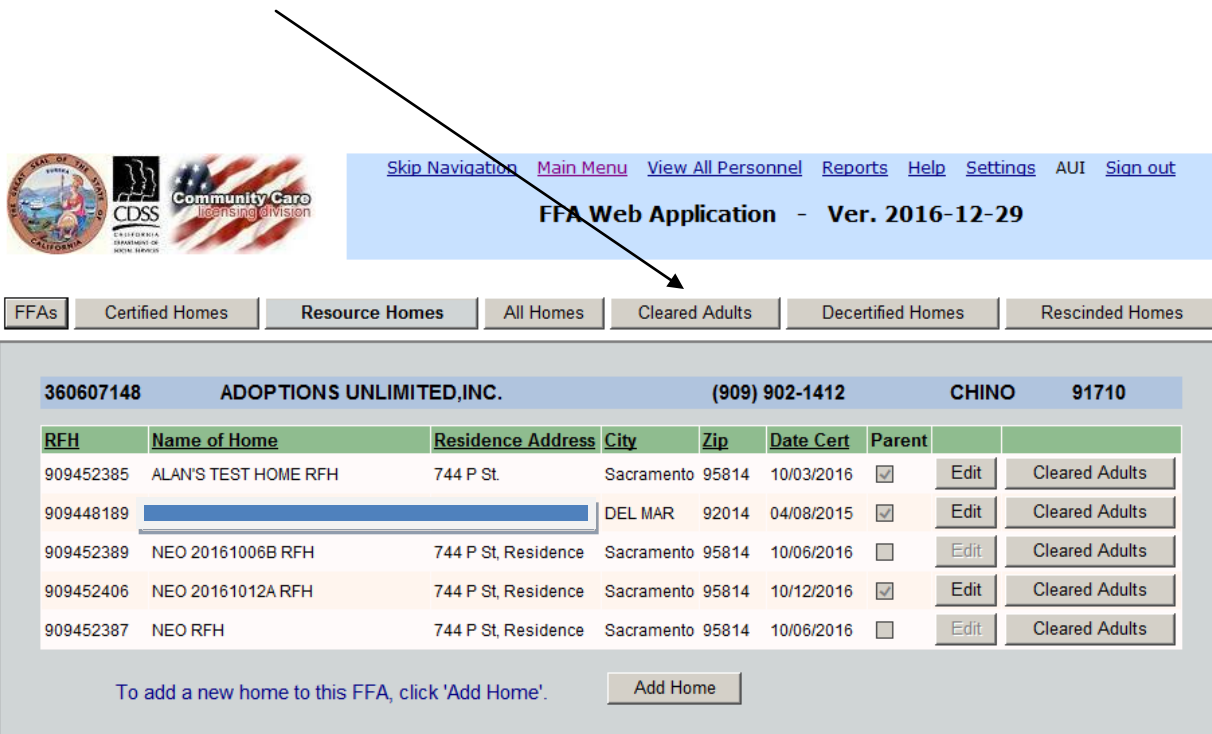
Add Home

## 7. Resource Homes Tab

### a. Adding a new Resource Family Home

Before approving a new home, you must check to make sure that the individual has received a background clearance.

After you have selected an FFA, click on the “Homes” button. You will now be able to select the “Cleared Adults” tab.



The screenshot shows the FFA Web Application interface. At the top, there are logos for the State of California, CDSS, and the Community Care Licensing Division. A navigation bar includes links: Skip Navigation, Main Menu, View All Personnel, Reports, Help, Settings, AUI, and Sign out. Below this, the text "FFA Web Application - Ver. 2016-12-29" is displayed. A tabbed interface shows several tabs: FFAs, Certified Homes, Resource Homes (selected), All Homes, Cleared Adults, Decertified Homes, and Rescinded Homes. The "Resource Homes" tab is active, displaying a table of homes for FFA 360607148, ADOPTIONS UNLIMITED, INC., located in CHINO, CA 91710. The table lists five homes with their respective details and a "Cleared Adults" button for each. An "Add Home" button is located at the bottom of the table.

RFH	Name of Home	Residence Address	City	Zip	Date Cert	Parent		
909452385	ALAN'S TEST HOME RFH	744 P St.	Sacramento	95814	10/03/2016	<input checked="" type="checkbox"/>	Edit	Cleared Adults
909448189			DEL MAR	92014	04/08/2015	<input checked="" type="checkbox"/>	Edit	Cleared Adults
909452389	NEO 20161006B RFH	744 P St, Residence	Sacramento	95814	10/06/2016	<input type="checkbox"/>	Edit	Cleared Adults
909452406	NEO 20161012A RFH	744 P St, Residence	Sacramento	95814	10/12/2016	<input checked="" type="checkbox"/>	Edit	Cleared Adults
909452387	NEO RFH	744 P St, Residence	Sacramento	95814	10/06/2016	<input type="checkbox"/>	Edit	Cleared Adults

To add a new home to this FFA, click 'Add Home'. [Add Home](#)

## **7. Resource Homes Tab (cont'd)**

### **a. Adding a new Resource Family Home (cont'd)**

On the “Cleared Adults” tab, all individuals associated to the selected FFA (or sub-office) are displayed. Before adding a new RFH, make sure that the individual has received a background clearance by searching for him/her through the “Cleared Adults” tab.

(a “Y” in the Eligible column means the individual has received a background clearance).

On the Cleared Adults tab, you may search for an individual in three ways:

- 1) By PER ID
- 2) By Last Name
- 3) By scrolling through the list of individuals

FFA Web App - Manage Offices, Homes and Parents - Microsoft Internet Explorer

Skip Navigation Main Menu View All Personnel Reports Help Settings suzannp Sign out

FFA Web Application - Ver.070629

FFAs Certified Homes Cleared Adults Decertified Homes

349844430 SACRAMENTO TEST FACILITY (916) 323-6239 SACRAMENTO 95814

If an individual is not on this list, please contact your regional office.

Enter a full or partial Per ID Number

Search Per ID: Search ID

All names Starts with Exact match

Search Last Names: Search Name

Per ID	First Name	Last Name	Eligible	Transfer	FFA #	CFH #
9807876543	DONALD	DUCK	Y	Y	349844430	909500034
9807876544	DAISY	DUCK	Y	Y	349844430	909500033

**\*\* Please note: If an individual you are searching for is not found on this list, please contact your local licensing office.**

## 7. Resource Homes Tab (cont'd)

### a. Adding a new Resource Family Home (cont'd)

For this example we are ensuring Daisy Duck has received a background check clearance. She has a “Y” in the “Eligible” column which means she has.

The next step is to add the new home. To do this, go to the Resource Homes tab.



FFA Web App - Manage Offices, Homes and Parents - Microsoft Internet Explorer

Skip Navigation Main Menu View All Personnel Reports Help Settings suzannp Sign out

FFA Web Application - Ver.070629

FFAs Certified Homes Cleared Adults Decertified Homes

349844430 SACRAMENTO TEST FACILITY (916) 323-6239 SACRAMENTO 95814

If an individual is not on this list, please contact your regional office.

Enter a full or partial Per ID Number

Search Per ID:  Search ID

☒ All names ☐ Starts with ☐ Exact match

Search Last Names:  Search Name

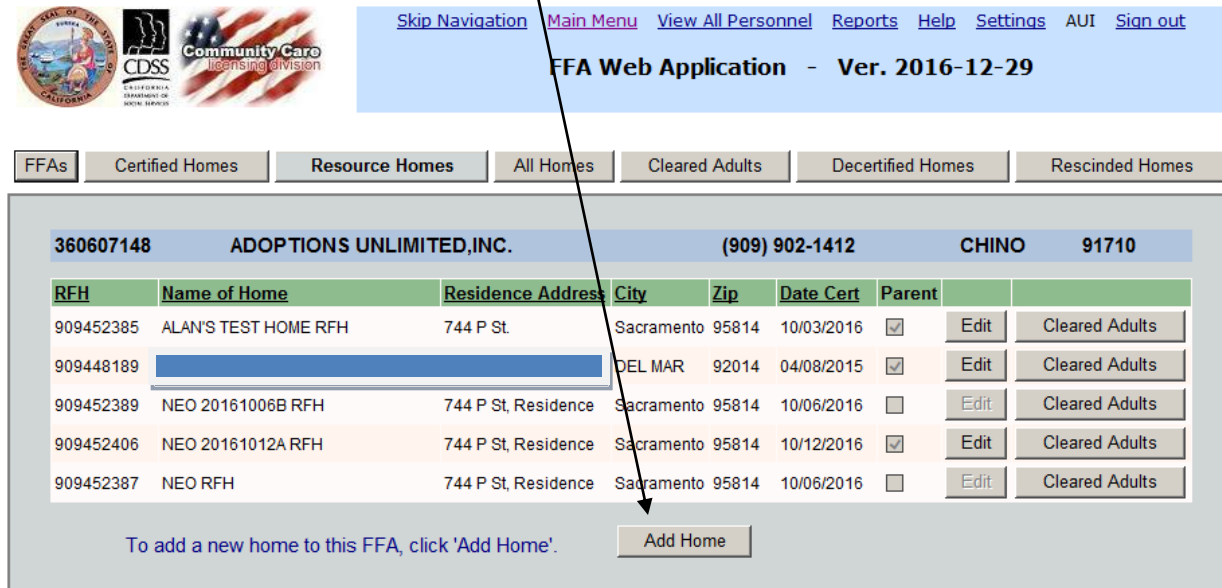
Per ID	First Name	Last Name	Eligible	Transfer	FFA #	CFH #
9807876543	DONALD	DUCK	Y	Y	349844430	909500034
9807876544	DAISY	DUCK	Y	Y	349844430	909500033



## 7. Resource Homes Tab (cont'd)

### a. Adding a new Resource Family Home (cont'd)

To add a new home, click the “Add Home” button.



The screenshot displays the FFA Web Application interface. At the top, there are logos for the State of California, CDSS, and Community Care Licensing Division. Navigation links include Skip Navigation, Main Menu, View All Personnel, Reports, Help, Settings, AUI, and Sign out. The title bar reads "FFA Web Application - Ver. 2016-12-29".

Below the navigation bar is a tabbed interface with the following tabs: FFAs, Certified Homes, Resource Homes, All Homes, Cleared Adults, Decertified Homes, and Rescinded Homes. The "Resource Homes" tab is currently selected.

The main content area shows a table for "ADOPTIONS UNLIMITED, INC." with the following details: (909) 902-1412, CHINO, 91710. The table lists several Resource Family Homes (RFH) with columns for RFH, Name of Home, Residence Address, City, Zip, Date Cert, Parent, and actions (Edit, Cleared Adults).

RFH	Name of Home	Residence Address	City	Zip	Date Cert	Parent		
909452385	ALAN'S TEST HOME RFH	744 P St.	Sacramento	95814	10/03/2016	<input checked="" type="checkbox"/>	Edit	Cleared Adults
909448189			DEL MAR	92014	04/08/2015	<input checked="" type="checkbox"/>	Edit	Cleared Adults
909452389	NEO 20161006B RFH	744 P St, Residence	Sacramento	95814	10/06/2016	<input type="checkbox"/>	Edit	Cleared Adults
909452406	NEO 20161012A RFH	744 P St, Residence	Sacramento	95814	10/12/2016	<input checked="" type="checkbox"/>	Edit	Cleared Adults
909452387	NEO RFH	744 P St, Residence	Sacramento	95814	10/06/2016	<input type="checkbox"/>	Edit	Cleared Adults

At the bottom of the table, there is a text prompt: "To add a new home to this FFA, click 'Add Home'." and an "Add Home" button.

## 7. Resource Homes Tab (cont'd)

### a. Adding a new Resource Family Home (cont'd)

The FFA web app will display the “Add Home” screen. All fields on this screen must be completed. When you have completed all fields, click the “Add” button.

**FFA Web Application - Ver. 2016-12-29**

**Resource Homes**

**360607148 ADOPTIONS UNLIMITED,INC. (909) 902-1412 CHINO 91710**

Home Name:

Residence Address:  County: **ALAMEDA**

City:  State: **CA - California**  Zip:

Phone:  Email:

Mailing Address:  Licensee Name:

City:  State: **CA - California**  Zip:

**Add as RFH** **Cancel**

After clicking “Add”, you should see the message: “**Save was successful.**”

Click the “Back” button to proceed.

The web app will display the Cleared Adults tab

## 7. Resource Homes Tab (cont'd)

### a. Adding a new Resource Family Home (cont'd)

Next, you need to associate an individual to the RFH that you just added.

To do this, search for the individual, then click the “Associate” button to the right of the individual.

The screenshot shows the FFA Web Application interface in Microsoft Internet Explorer. The browser address bar displays <https://secure.dss.cahwnet.gov/cdd/securenet/FFA/default.aspx>. The page header includes the California Department of Social Services (CDSS) logo, the text "Community Care Licensing Division", and navigation links: Skip Navigation, Main Menu, View All Personnel, Reports, Help, Settings, suzannp, and Sign out. The application title is "FFA Web Application - Ver.070629".

Below the header, there are four tabs: FFAs, Certified Homes, Cleared Adults, and Decertified Homes. The "Certified Homes" tab is selected. The main content area displays a table with the following data:

FFA #	Home Name	Phone	City	Per ID
349844430	SACRAMENTO TEST FACILITY	(916) 323-6239	SACRAMENTO	95814
909500034	Duck, Donald and Daisy CFH	(916) 222-2222	Toon Town	95747

Below the table, a message states: "No Parents are associated with this Home." A red instruction reads: "If an individual is not on this list, please contact your regional office." Below this, there are two search sections. The first section is for searching by Per ID Number, with a text input field labeled "Search Per ID:" and a "Search ID" button. The second section is for searching by name, with radio buttons for "All names" (selected), "Starts with", and "Exact match", a text input field labeled "Search Last Names:", and a "Search Name" button.

At the bottom, there is a table listing individuals for association:

Per ID	First Name	Last Name	Eligible	Transfer	FFA #	CFH #	Action
9807876543	DONALD	DUCK	Y	Y	349844430		Associate
9807876544	DAISY	DUCK	Y	Y	349844430		Associate

An arrow points from the text "click the 'Associate' button" to the "Associate" button in the table.

## 7. Resource Homes Tab (cont'd)

### a. Adding a new Resource Family Home (cont'd)

Next, click the “Confirm” button to complete the process. You may click “Cancel” to cancel the process.

FFA Web Application - Ver.070629

FFAs Certified Homes Cleared Adults Decertified Homes

349844430	SACRAMENTO TEST FACILITY	(916) 323-6239	SACRAMENTO	95814
909500034	Duck, Donald and Daisy CFH	(916) 222-2222	Toon Town	95747

No Parents are associated with this Home.

If an individual is not on this list, please contact your regional office.

Enter a full or partial Per ID Number

Search Per ID:  Search ID

☒ All names ☐ Starts with ☐ Exact match

Search Last Names:  Search Name

Per ID	First Name	Last Name	Eligible	Transfer	FFA #	CFH #
9807876543	DONALD	DUCK	Y	Y	349844430	
9807876544	DAISY	DUCK	Y	Y	349844430	

Confirm Cancel Associate

## 7. Resource Homes Tab (cont'd)

### a. Adding a new Resource Family Home (cont'd)

After clicking “Confirm”, you will see that the “Associate” button has been grayed out and the individual is now associated to the RFH.

The screenshot shows the FFA Web Application interface. The main content area displays a table of individuals and their associated RFHs. The table has columns for Per ID, First Name, Last Name, Eligible, Transfer, FFA #, and CFH #. The first row shows Donald Duck with FFA # 349844430 and CFH # 909500034. The second row shows Daisy Duck with FFA # 349844430 and CFH # 909500034. The 'Associate' button is highlighted for the individual Donald Duck.

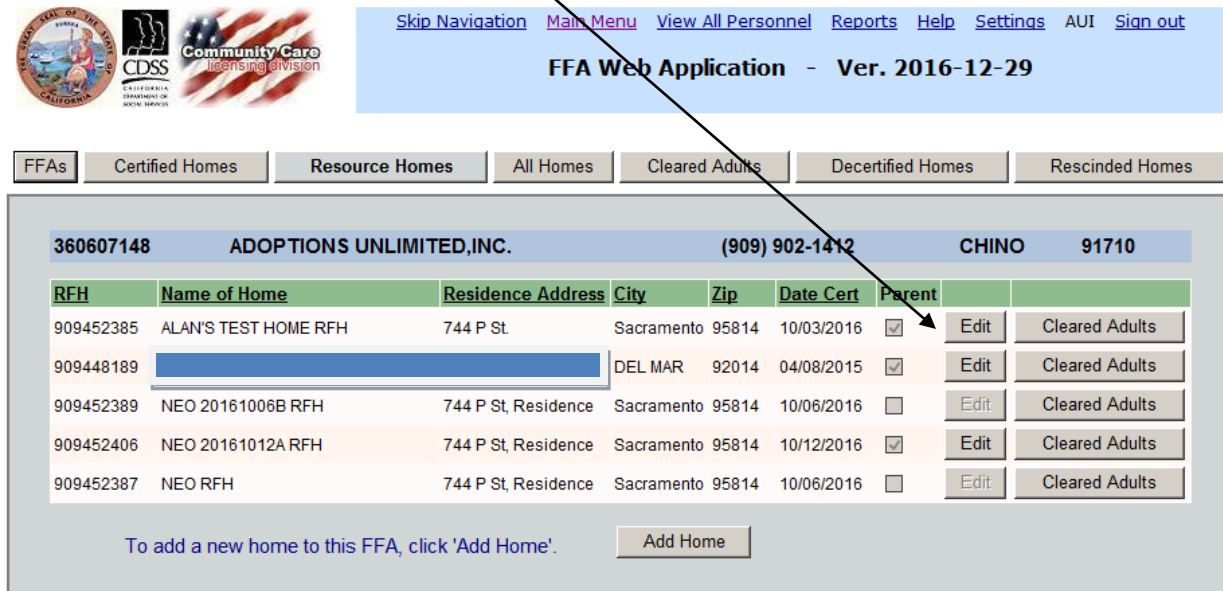
Per ID	First Name	Last Name	Eligible	Transfer	FFA #	CFH #	
9807876543	DONALD	DUCK	Y	Y	349844430	909500034	Disassociate
9807876543	DONALD	DUCK	Y	Y	349844430	909500034	Associate
9807876544	DAISY	DUCK	Y	Y	349844430	909500034	Associate

The RFH number is now displayed next to the individual's name.

## 7. Resource Homes Tab (cont'd)

### b. Editing a Resource Family Home

To edit an RFH, click on the “Edit” button to the right of the RFH.



**FFA Web Application - Ver. 2016-12-29**

Navigation links: [Skip Navigation](#) [Main Menu](#) [View All Personnel](#) [Reports](#) [Help](#) [Settings](#) [AUI](#) [Sign out](#)

CDSS Community Care Licensing Division

FFAs Certified Homes **Resource Homes** All Homes Cleared Adults Decertified Homes Rescinded Homes

360607148 ADOPTIONS UNLIMITED, INC. (909) 902-1412 CHINO 91710

RFH	Name of Home	Residence Address	City	Zip	Date Cert	Parent		
909452385	ALAN'S TEST HOME RFH	744 P St	Sacramento	95814	10/03/2016	<input checked="" type="checkbox"/>	<a href="#">Edit</a>	<a href="#">Cleared Adults</a>
909448189			DEL MAR	92014	04/08/2015	<input checked="" type="checkbox"/>	<a href="#">Edit</a>	<a href="#">Cleared Adults</a>
909452389	NEO 20161006B RFH	744 P St, Residence	Sacramento	95814	10/06/2016	<input type="checkbox"/>	<a href="#">Edit</a>	<a href="#">Cleared Adults</a>
909452406	NEO 20161012A RFH	744 P St, Residence	Sacramento	95814	10/12/2016	<input checked="" type="checkbox"/>	<a href="#">Edit</a>	<a href="#">Cleared Adults</a>
909452387	NEO RFH	744 P St, Residence	Sacramento	95814	10/06/2016	<input type="checkbox"/>	<a href="#">Edit</a>	<a href="#">Cleared Adults</a>

To add a new home to this FFA, click 'Add Home'. [Add Home](#)

## 7. Resource Homes Tab (cont'd)

### b. Editing a Resource Family Home (cont'd)

The edit screen is displayed. Any fields on this screen may be edited. When you have made your changes, click the “Save” button.

**FFA Web Application - Ver. 2016-12-29**

**Resource Homes**

**360607148 ADOPTIONS UNLIMITED, INC. (909) 902-1412 CHINO 91710**

**909452385 ALAN'S TEST HOME RFH**

Home Name:

Residence Address:  County:

City:  State:  Zip:

Phone:  Email:




Mailing Address:

City:  State:  Zip:  Rescinded Date:  [MM/DD/YYYY]

## 7. Resource Homes Tab (cont'd)

### c. Rescinding a Resource Family Home

On the Resource Homes tab, find the home you want to Rescind. Click the “Edit” button.

[Skip Navigation](#)
[Main Menu](#)
[View All Personnel](#)
[Reports](#)
[Help](#)
[Settings](#)
[AJI](#)
[Sign out](#)

**FFA Web Application - Ver. 2016-12-29**

FFAs
Certified Homes
Resource Homes
All Homes
Cleared Adults
Decertified Homes
Rescinded Homes

360607148		ADOPTIONS UNLIMITED, INC.		(909) 902-1412		CHINO		91710	
RFH	Name of Home	Residence Address	City	Zip	Date Cert	Parent			
909452385	ALAN'S TEST HOME RFH	744 P St.	Sacramento	95814	10/03/2016	<input checked="" type="checkbox"/>	<a href="#">Edit</a>	<a href="#">Cleared Adults</a>	
909448189			DEL MAR	92014	04/08/2015	<input checked="" type="checkbox"/>	<a href="#">Edit</a>	<a href="#">Cleared Adults</a>	
909452389	NEO 20161006B RFH	744 P St, Residence	Sacramento	95814	10/06/2016	<input type="checkbox"/>	<a href="#">Edit</a>	<a href="#">Cleared Adults</a>	
909452406	NEO 20161012A RFH	744 P St, Residence	Sacramento	95814	10/12/2016	<input checked="" type="checkbox"/>	<a href="#">Edit</a>	<a href="#">Cleared Adults</a>	
909452387	NEO RFH	744 P St, Residence	Sacramento	95814	10/06/2016	<input type="checkbox"/>	<a href="#">Edit</a>	<a href="#">Cleared Adults</a>	

To add a new home to this FFA, click 'Add Home'.

Add Home



## 7. Resource Homes Tab (cont'd)

### c. Rescinding a Resource Family Home (cont'd)

The edit screen will be displayed. Click on the “Rescind” button to decertify the RFH.

The screenshot displays the FFA Web Application interface. At the top, there are logos for the State of California, CDSS, and Community Care Licensing Division. A navigation bar includes links: Skip Navigation, Main Menu, View All Personnel, Reports, Help, Settings, AUI, and Sign out. Below this, a blue banner reads "FFA Web Application - Ver. 2016-12-29". A tabbed interface shows "FFAs", "Certified Homes", "Resource Homes", "All Homes", "Cleared Adults", "Decertified Homes", and "Rescinded Homes". The "Resource Homes" tab is active, showing a list of homes. The first home is "360607148 ADOPTIONS UNLIMITED, INC." with contact info "(909) 902-1412", "CHINO", and "91710". The second home is "909452385 ALAN'S TEST HOME RFH". This home's details are shown in a form with fields for Home Name, Residence Address, City, State, Zip, Phone, Email, and Mailing Address. A "Copy Residence Address" button is next to the Mailing Address field. At the bottom of the form, there are four buttons: "Rescind", "Transfer", "Save", and "Cancel". An arrow points from the text above to the "Rescind" button.

**360607148 ADOPTIONS UNLIMITED, INC.** (909) 902-1412 CHINO 91710

**909452385 ALAN'S TEST HOME RFH**

Home Name: ALAN'S TEST HOME RFH

Residence Address: 744 P St. County: SACRAMENTO

City: Sacramento State: CA - California Zip: 95814

Phone: 9165551234 Email:

Mailing Address: 744 P St. Copy Residence Address

City: Sacramento State: CA - California Zip: 95814 Rescinded Date: [MM/DD/YYYY]

Rescind Transfer Save Cancel

## 7. Resource Homes Tab (cont'd)

### c. Rescinding a Resource Family Home (cont'd)

After clicking the “Rescind” button, a dialog box will pop up asking “Are you sure you want to rescind?” Click OK to rescind, or Cancel to cancel the process.

The screenshot displays the FFA Web Application interface. At the top, there are logos for the State of California, CDSS, and Community Care Licensing Division. Navigation links include Skip Navigation, Main Menu, View All Personnel, Reports, Help, Settings, AUI, and Sign out. The page title is "FFA Web Application - Ver. 2016-12-29".

Below the navigation bar is a tabbed interface with the following tabs: FFAs, Certified Homes, Resource Homes (selected), All Homes, Cleared Adults, Decertified Homes, and Rescinded Homes.

The main content area shows details for a Resource Family Home (RFH) with the following information:

- Home ID: 360607148
- Home Name: ADOPTIONS UNLIMITED, INC.
- Phone: (909) 902-1412
- Location: CHINO 91710
- Home ID: 909452385
- Home Name: ALAN'S TEST HOME RFH

The form contains the following fields:

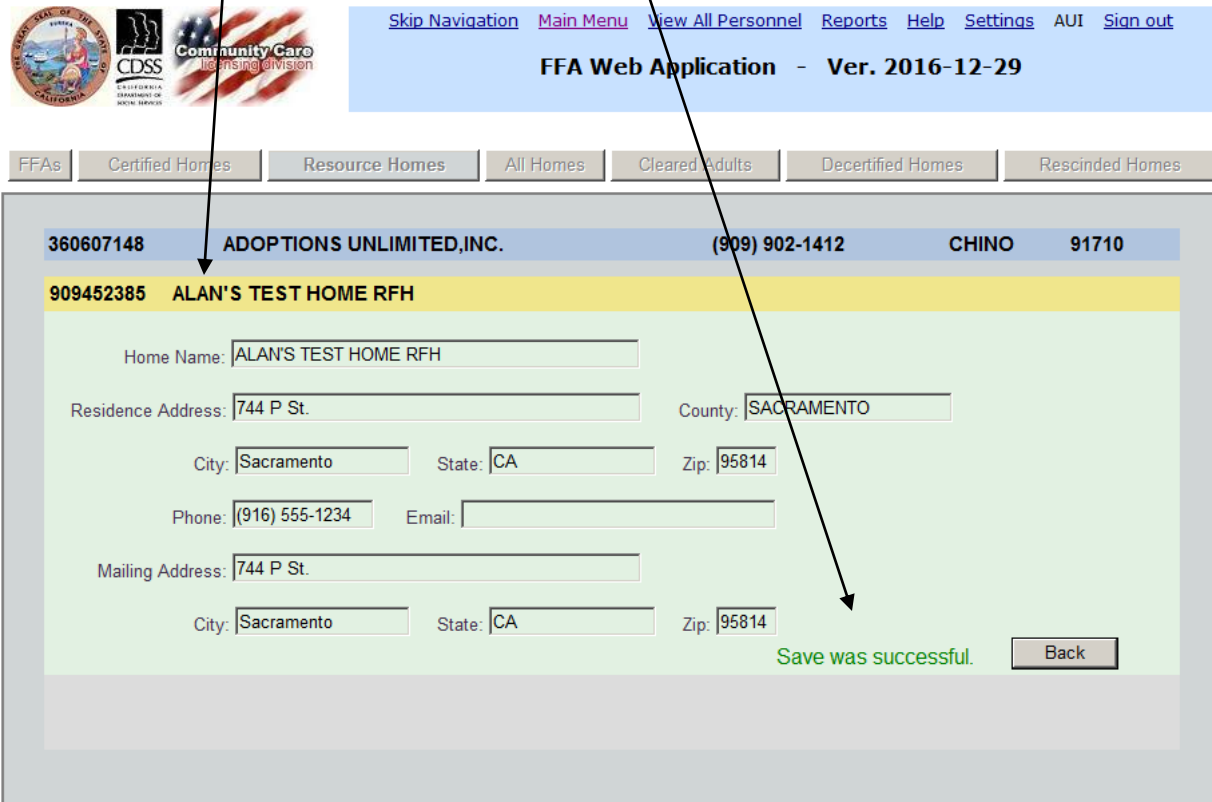
- Home Name: ALAN'S TEST HOME RFH
- Residence Address: 744 P St.
- County: SACRAMENTO
- City: Sacramento
- State: CA - California
- Zip: 95814
- Phone: 9165551234
- Email: [Redacted]
- Mailing Address: 744 P St.
- City: Sacramento
- State: [Redacted]
- Rescinded Date: [Redacted] [MM/DD/YYYY]




A confirmation dialog box titled "Message from webpage" is displayed in the center, asking "Are you sure you want to rescind?". The dialog box has "OK" and "Cancel" buttons.

## 7. Resource Homes Tab (cont'd)

### c. Rescinding a Resource Family Home (cont'd)

The home is now rescinded. “Save was successful” is displayed, and the home is now highlighted in yellow.



[Skip Navigation](#) [Main Menu](#) [View All Personnel](#) [Reports](#) [Help](#) [Settings](#) [AUI](#) [Sign out](#)

**FFA Web Application - Ver. 2016-12-29**

FFAs | Certified Homes | **Resource Homes** | All Homes | Cleared Adults | Decertified Homes | Rescinded Homes

360607148 ADOPTIONS UNLIMITED, INC. (909) 902-1412 CHINO 91710

**909452385 ALAN'S TEST HOME RFH**

Home Name:

Residence Address:  County:

City:  State:  Zip:

Phone:  Email:

Mailing Address:  County:

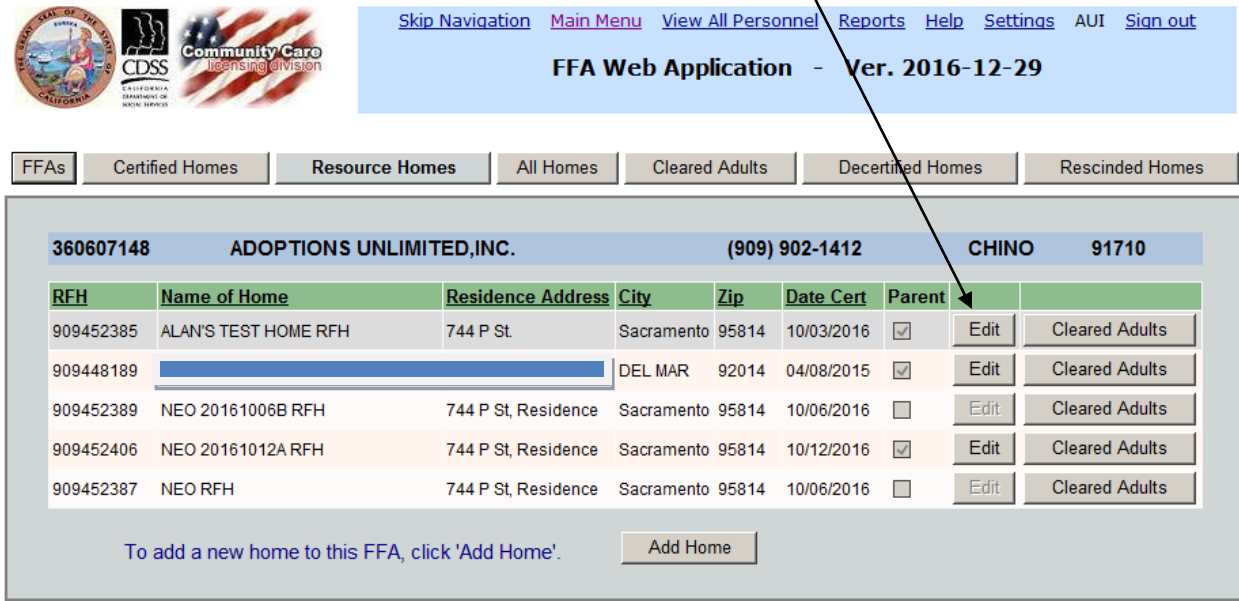
City:  State:  Zip:

Save was successful.

## 7. Resource Homes Tab (cont'd)

### d. Transfer an RFH to another FFA within your assigned FFAs

Find the RFH that you want to transfer. Click the “Edit” button.



The screenshot shows the FFA Web Application interface. At the top, there are logos for the State of California, CDSS, and Community Care Licensing Division. Navigation links include Skip Navigation, Main Menu, View All Personnel, Reports, Help, Settings, AUI, and Sign out. The application version is 2016-12-29.

Below the navigation bar, there are tabs for FFA, Certified Homes, Resource Homes, All Homes, Cleared Adults, Decertified Homes, and Rescinded Homes. The Resource Homes tab is selected.

The main content area displays a table of Resource Homes (RFHs) for the FFA 360607148, ADOPTIONS UNLIMITED, INC. The table has columns for RFH ID, Name of Home, Residence Address, City, Zip, Date Cert, Parent, and Edit button. An arrow points to the 'Edit' button for RFH 909448189.

RFH	Name of Home	Residence Address	City	Zip	Date Cert	Parent	Edit
909452385	ALAN'S TEST HOME RFH	744 P St.	Sacramento	95814	10/03/2016	<input checked="" type="checkbox"/>	Edit
909448189			DEL MAR	92014	04/08/2015	<input checked="" type="checkbox"/>	Edit
909452389	NEO 20161006B RFH	744 P St, Residence	Sacramento	95814	10/06/2016	<input type="checkbox"/>	Edit
909452406	NEO 20161012A RFH	744 P St, Residence	Sacramento	95814	10/12/2016	<input checked="" type="checkbox"/>	Edit
909452387	NEO RFH	744 P St, Residence	Sacramento	95814	10/06/2016	<input type="checkbox"/>	Edit

To add a new home to this FFA, click 'Add Home'. [Add Home](#)

## 7. Resource Homes Tab (cont'd)

### d. Transfer an RFH to another FFA within your assigned FFAs (cont'd)

The edit screen is displayed. Click on the “Transfer” button.

The screenshot displays the FFA Web Application interface. At the top, there are logos for the State of California, CDSS, and Community Care Licensing Division. A navigation bar includes links: Skip Navigation, Main Menu, View All Personnel, Reports, Help, Settings, AUI, and Sign out. Below this, the text "FFA Web Application - Ver. 2016-12-29" is shown. A tabbed interface at the top of the main content area includes: FFAs, Certified Homes, Resource Homes (selected), All Homes, Cleared Adults, Decertified Homes, and Rescinded Homes. The main content area shows details for a Resource Home (RFH) with ID 909452385, named "ALAN'S TEST HOME RFH". The details include: Home Name: ALAN'S TEST HOME RFH; Residence Address: 744 P St., City: Sacramento, State: CA - California, Zip: 95814; Phone: 9165551234; Email: (empty); Mailing Address: 744 P St., City: Sacramento, State: CA - California, Zip: 95814. There is a "Copy Residence Address" button. At the bottom of the form, there are four buttons: Rescind, Transfer (highlighted with an arrow), Save, and Cancel. A "Rescinded Date" field is also present with a placeholder "(MM/DD/YYYY)".

## 7. Resource Homes Tab (cont'd)

### d. Transfer an RFH to another FFA within your assigned FFAs (cont'd)

Find the FFA to which you want to transfer the RFH, and click the “Select” button.

FFA Web App - Manage Offices, Homes and Parents - Microsoft Internet Explorer

Skip Navigation Main Menu View All Personnel Reports Help Settings suzannp Sign out

FFA Web Application - Ver.070629

FFAs Certified Homes Cleared Adults Decertified Homes

FFA	Facility Name	City	Zip	
349844430	SACRAMENTO TEST FACILITY	(916) 323-6239	SACRAMENTO	95814
909500033	Duck, Donald and Daisy CFH	(916) 222-2222	Toon Town	95747

If you are transferring a home, please contact your regional office to continue with the transfer process.

FFA	Facility Name	City	Zip	
198222222	SUZANN FFA 2	SACRAMENTO	95814	Select
198299999	SUZANN FFA	SACRAMENTO	95814	Select
199833340	LOST ANGELES TEST FACILITY	LOS ANGELES	90044	Select

Select a new FFA to transfer to or, click 'Cancel' to cancel the operation.

Cancel

If you want to cancel this operation, click the “Cancel” button.

## 7. Resource Homes Tab (cont'd)

### d. Transfer an RFH to another FFA within your assigned FFAs (cont'd)

Click the “Confirm” button to complete the process.

FFA Web App - Manage Offices, Homes and Parents - Microsoft Internet Explorer

Skip Navigation | Main Menu | View All Personnel | Reports | Help | Settings | suzannp | Sign out

FFA Web Application - Ver.070629

FFAs | Certified Homes | Cleared Adults | Decertified Homes

349844430	SACRAMENTO TEST FACILITY	(916) 323-6239	SACRAMENTO	95814
909500033	Duck, Donald and Daisy CFH	(916) 222-2222	Toon Town	95747

If you are transferring a home, please contact your regional office to continue with the transfer process.

FFA	Facility Name	City	Zip	
198222222	SUZANN FFA 2	SACRAMENTO	95814	Select
198299999	SUZANN FFA	SACRAMENTO	95814	Select
199833340	LOST ANGELES TEST FACILITY	LOS ANGELES	90044	Confirm Cancel

'Select' a new FFA to transfer to or, click 'Cancel' to cancel the operation.

Cancel

## 7. Resource Homes Tab (cont'd)

### d. Transfer an RFH to another FFA within your assigned FFAs (cont'd)

The RFH is now associated to the FFA you selected, and the message: “Save was successful” is displayed.

The screenshot displays the FFA Web Application interface. At the top, there are logos for the State of California, CDSS, and the Community Care Licensing Division. A navigation bar includes links: Skip Navigation, Main Menu, View All Personnel, Reports, Help, Settings, AUI, and Sign out. Below this, it says "FFA Web Application - Ver. 2016-12-29".

A tabbed interface shows several categories: FFAs, Certified Homes, Resource Homes (selected), All Homes, Cleared Adults, Decertified Homes, and Rescinded Homes. The "Resource Homes" tab is active, showing a list of homes. The first entry is highlighted in yellow:

360607148	ADOPTIONS UNLIMITED, INC.	(909) 902-1412	CHINO	91710
909452385	ALAN'S TEST HOME RFH			

Below the table, the details for "ALAN'S TEST HOME RFH" are shown in a form:

Home Name:

Residence Address:  County:

City:  State:  Zip:

Phone:  Email:

Mailing Address:  County:

City:  State:  Zip:


At the bottom right of the form, a green message states "Save was successful." and a "Back" button is visible.



## 7. Resource Homes Tab (cont'd)

### e. Reapproving a Home

To reapprove a home, start by selecting the FFA by clicking the “Homes” button.



The screenshot shows the FFA Web Application interface. At the top, there are logos for the State of California, CDSS, and Community Care Licensing Division. Below these are navigation links: Skip Navigation, Main Menu, View All Personnel, Reports, Help, Settings, AUI, and Sign out. The version number is 2016-12-29.

A red text message states: "In order to enter a home that was certified prior to 1/1/17, please contact the FFA Web Administrator at [FFAWeb-Application@dss.ca.gov](mailto:FFAWeb-Application@dss.ca.gov)".

Below the message is a tabbed interface with the following tabs: FFAs, Certified Homes, Resource Homes, All Homes, Cleared Adults, Decertified Homes, and Rescinded Homes. The 'Resource Homes' tab is selected.

The main content area displays a table with the following columns: FFA, Facility Name, City, Zip, In DB, Authorized, and buttons for Edit, De-Assign, and Homes. The first row of data is:

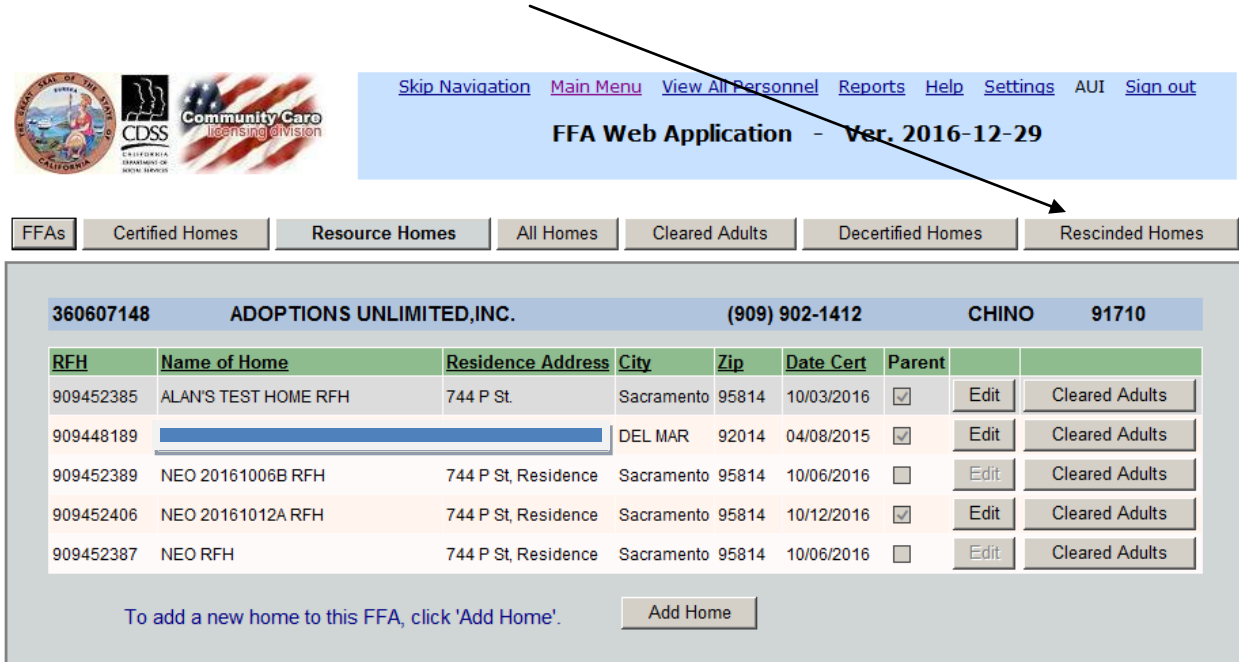
FFA	Facility Name	City	Zip	In DB	Authorized	
360607148	ADOPTIONS UNLIMITED, INC.	CHINO	91710	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="De-Assign"/> <input type="button" value="Homes"/>

Below the table, there is a text prompt: "To assign another FFA Office or Sub-office, please enter the FFA number and click 'Assign New Office'. (The FFA number is a 9 digit number.)". Below this prompt is a text input field labeled "FFA Number:" and a button labeled "Assign New Office".

## 7. Resource Homes Tab (cont'd)

### e. Reapproving a Home (cont'd)

Next, click on the “Rescinded Homes” tab.



**FFA Web Application - Ver. 2016-12-29**

**Navigation:** Skip Navigation | Main Menu | View All Personnel | Reports | Help | Settings | AUI | Sign out

**Breadcrumbs:** FFA's > Certified Homes > Resource Homes > All Homes > Cleared Adults > Decertified Homes > **Rescinded Homes**

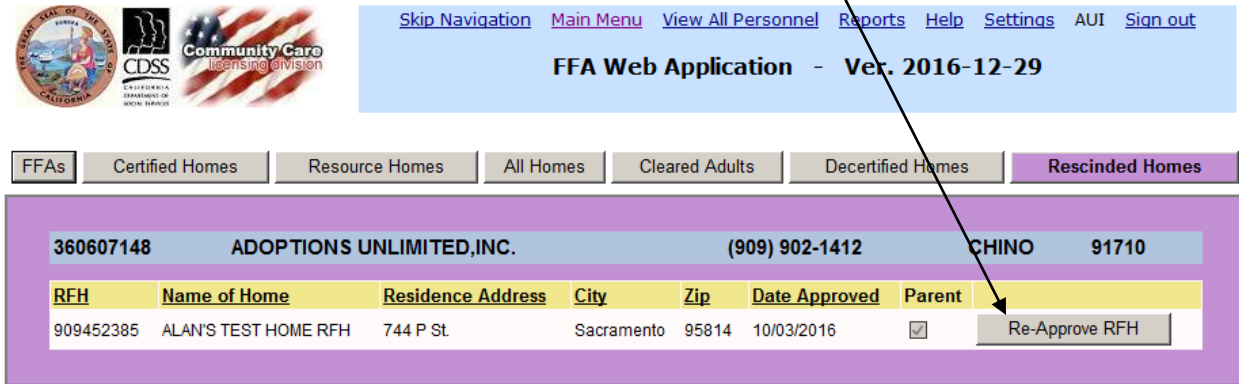
RFH	Name of Home	Residence Address	City	Zip	Date Cert	Parent		
909452385	ALAN'S TEST HOME RFH	744 P St.	Sacramento	95814	10/03/2016	<input checked="" type="checkbox"/>	Edit	Cleared Adults
909448189			DEL MAR	92014	04/08/2015	<input checked="" type="checkbox"/>	Edit	Cleared Adults
909452389	NEO 20161006B RFH	744 P St, Residence	Sacramento	95814	10/06/2016	<input type="checkbox"/>	Edit	Cleared Adults
909452406	NEO 20161012A RFH	744 P St, Residence	Sacramento	95814	10/12/2016	<input checked="" type="checkbox"/>	Edit	Cleared Adults
909452387	NEO RFH	744 P St, Residence	Sacramento	95814	10/06/2016	<input type="checkbox"/>	Edit	Cleared Adults

To add a new home to this FFA, click 'Add Home'. [Add Home](#)

## 7. Resource Homes Tab (cont'd)

### e. Reapproving a Home(cont'd)

Find the home you want to reapprove, then click the “Re-Approve Home” button.



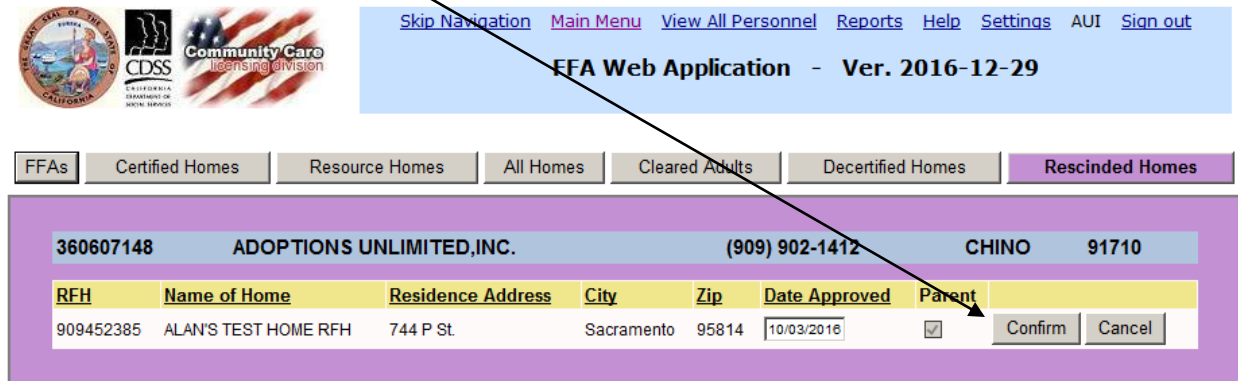
The screenshot shows the FFA Web Application interface. At the top, there are logos for the State of California, CDSS, and Community Care Licensing Division. Navigation links include Skip Navigation, Main Menu, View All Personnel, Reports, Help, Settings, AUI, and Sign out. The title bar reads "FFA Web Application - Ver. 2016-12-29". Below this is a tabbed interface with buttons for FFAs, Certified Homes, Resource Homes, All Homes, Cleared Adults, Decertified Homes, and Rescinded Homes. The Resource Homes tab is active. Below the tabs is a header for "ADOPTIONS UNLIMITED, INC." with contact information: 360607148, (909) 902-1412, CHINO, 91710. A table lists homes for reapproval with columns: RFH, Name of Home, Residence Address, City, Zip, Date Approved, Parent, and a Re-Approve RFH button. An arrow points to the Re-Approve RFH button for the first entry.

RFH	Name of Home	Residence Address	City	Zip	Date Approved	Parent	
909452385	ALAN'S TEST HOME RFH	744 P St.	Sacramento	95814	10/03/2016	<input checked="" type="checkbox"/>	Re-Approve RFH

## 7. Resource Homes Tab (cont'd)

### e. Reapproving a Home (cont'd)

Next, click “Confirm” or “Cancel” to complete the process.



The screenshot shows the FFA Web Application interface. At the top, there are logos for the State of California, CDSS, and Community Care Licensing Division. To the right, there is a navigation bar with links: Skip Navigation, Main Menu, View All Personnel, Reports, Help, Settings, AUI, and Sign out. Below the navigation bar, the text "FFA Web Application - Ver. 2016-12-29" is displayed. A black arrow points from the text "Next, click “Confirm” or “Cancel” to complete the process." to the "Confirm" button in the table below.

Navigation tabs: FFAs, Certified Homes, Resource Homes, All Homes, Cleared Adults, Decertified Homes, Rescinded Homes


RFH	Name of Home	Residence Address	City	Zip	Date Approved	Parent	
909452385	ALAN'S TEST HOME RFH	744 P St.	Sacramento	95814	10/03/2016	<input checked="" type="checkbox"/>	<button>Confirm</button> <button>Cancel</button>

## 7. Resource Homes Tab (cont'd)

### e. Reapproving a Home (cont'd)

The home you reapproved has been removed from the “Rescinded Homes” tab.

Click on the “Resource Homes” tab to see the newly reapproved home displayed on the list.

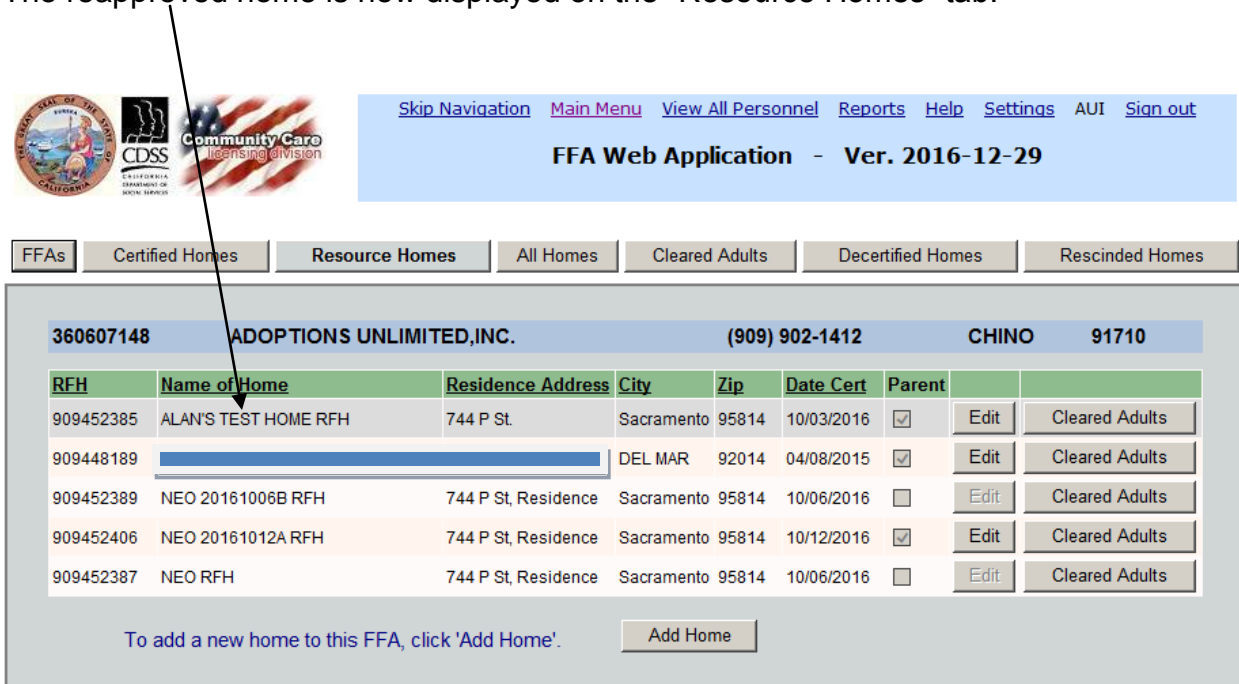


The screenshot displays the FFA Web Application interface. At the top, there are logos for the State of California, CDSS, and the Community Care Licensing Division. A navigation bar includes links: [Skip Navigation](#), [Main Menu](#), [View All Personnel](#), [Reports](#), [Help](#), [Settings](#), [AUI](#), and [Sign out](#). Below this, it says "FFA Web Application - Ver. 2016-12-29". A tabbed interface shows several tabs: "FFAs", "Certified Homes", "Resource Homes" (which is highlighted and has an arrow pointing to it from the text above), "All Homes", "Cleared Adults", "Decertified Homes", and "Rescinded Homes". The main content area has a header with the text: "360607148 ADOPTIONS UNLIMITED, INC. (909) 902-1412 CHINO 91710". Below this header, a message box states: "No Rescinded Homes were found for this Office."

## 7. Resource Homes Tab (cont'd)

### e. Reapproving a Home (cont'd)

The reapproved home is now displayed on the “Resource Homes” tab.



The screenshot shows the FFA Web Application interface. At the top, there are logos for the State of California, CDSS, and Community Care Licensing Division. Navigation links include Skip Navigation, Main Menu, View All Personnel, Reports, Help, Settings, AUI, and Sign out. The title is FFA Web Application - Ver. 2016-12-29.

Below the navigation bar, there are tabs for FFA's, Certified Homes, Resource Homes, All Homes, Cleared Adults, Decertified Homes, and Rescinded Homes. The 'Resource Homes' tab is selected.

The main content area displays a table of resource homes for FFA 360607148, ADOPTIONS UNLIMITED, INC. The table has columns for RFH, Name of Home, Residence Address, City, Zip, Date Cert, Parent, and actions (Edit, Cleared Adults). The table shows five rows of data, with the second row (909448189) highlighted in blue, indicating it is the reapproved home.

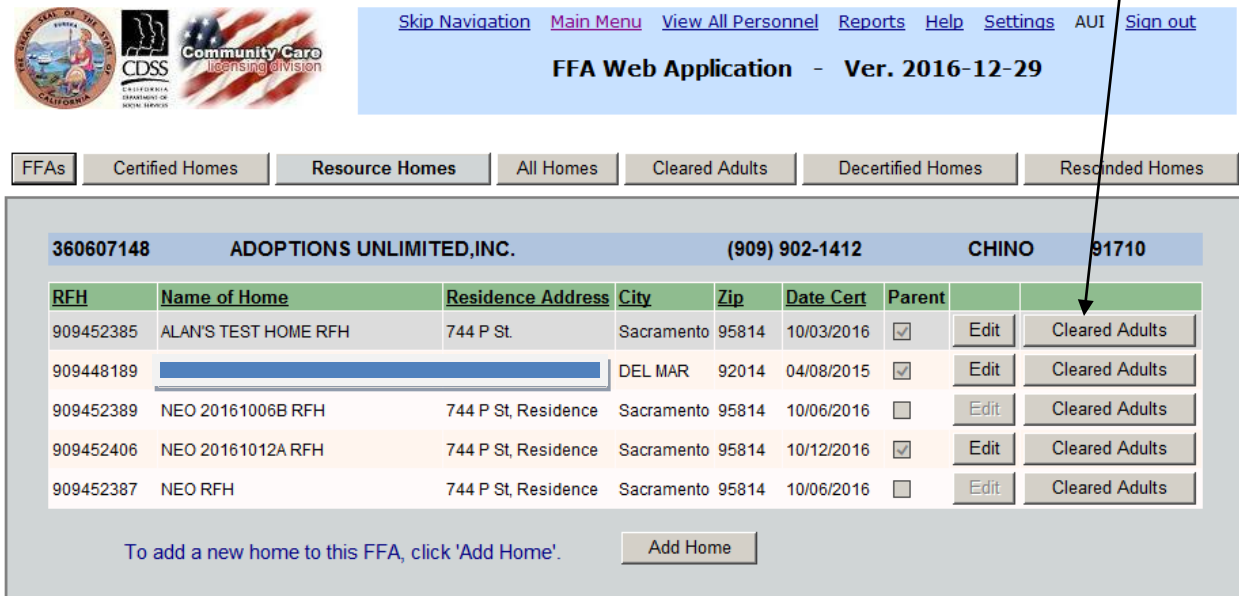
RFH	Name of Home	Residence Address	City	Zip	Date Cert	Parent		
909452385	ALAN'S TEST HOME RFH	744 P St.	Sacramento	95814	10/03/2016	<input checked="" type="checkbox"/>	Edit	Cleared Adults
909448189			DEL MAR	92014	04/08/2015	<input checked="" type="checkbox"/>	Edit	Cleared Adults
909452389	NEO 20161006B RFH	744 P St, Residence	Sacramento	95814	10/06/2016	<input type="checkbox"/>	Edit	Cleared Adults
909452406	NEO 20161012A RFH	744 P St, Residence	Sacramento	95814	10/12/2016	<input checked="" type="checkbox"/>	Edit	Cleared Adults
909452387	NEO RFH	744 P St, Residence	Sacramento	95814	10/06/2016	<input type="checkbox"/>	Edit	Cleared Adults

To add a new home to this FFA, click 'Add Home'. [Add Home](#)

## 8. Associating a Cleared Adult to an RFH

From the “FFA tab”, select the FFA (or sub-office) you wish to work in.

Select the RFH to which you want to associate the cleared adult. Click the “Cleared Adults” button.



The screenshot displays the FFA Web Application interface. At the top, there are logos for the State of California, CDSS, and Community Care Licensing Division. Navigation links include Skip Navigation, Main Menu, View All Personnel, Reports, Help, Settings, and Sign out. The application version is 2016-12-29. Below the navigation bar, a series of tabs are visible: FFAs, Certified Homes, Resource Homes, All Homes, Cleared Adults, Decertified Homes, and Rescinded Homes. The 'Cleared Adults' tab is selected. The main content area shows a table of cleared adults for the FFA 'ADOPTIONS UNLIMITED, INC.' (FFA ID: 360607148, Phone: (909) 902-1412, City: CHINO, Zip: 91710). The table has columns for RFH, Name of Home, Residence Address, City, Zip, Date Cert, Parent, and a 'Cleared Adults' button. An arrow points to the 'Cleared Adults' button for the first row. Below the table, there is a link to 'Add Home'.

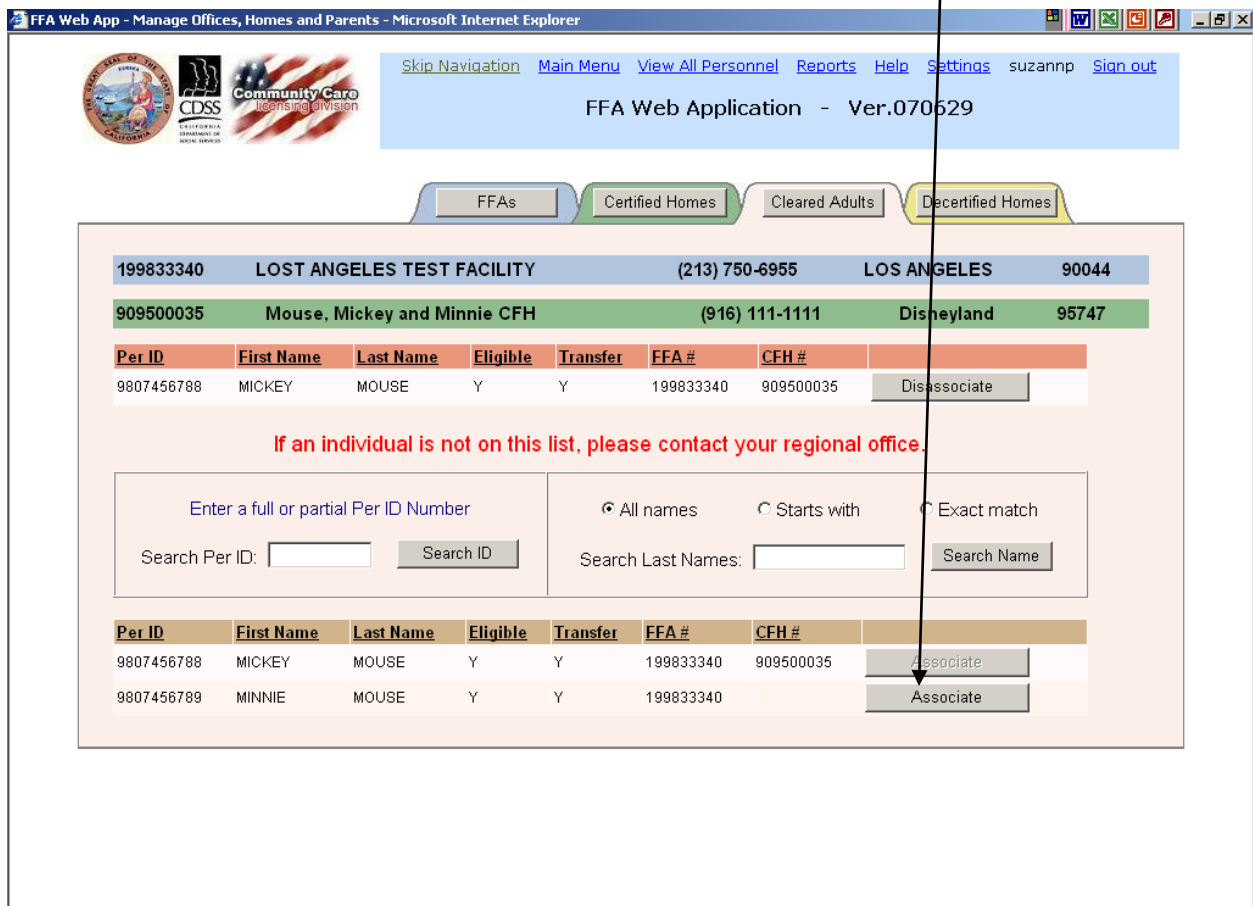
RFH	Name of Home	Residence Address	City	Zip	Date Cert	Parent	Cleared Adults
909452385	ALAN'S TEST HOME RFH	744 P St.	Sacramento	95814	10/03/2016	<input checked="" type="checkbox"/>	<a href="#">Cleared Adults</a>
909448189			DEL MAR	92014	04/08/2015	<input checked="" type="checkbox"/>	<a href="#">Cleared Adults</a>
909452389	NEO 20161006B RFH	744 P St, Residence	Sacramento	95814	10/06/2016	<input type="checkbox"/>	<a href="#">Cleared Adults</a>
909452406	NEO 20161012A RFH	744 P St, Residence	Sacramento	95814	10/12/2016	<input checked="" type="checkbox"/>	<a href="#">Cleared Adults</a>
909452387	NEO RFH	744 P St, Residence	Sacramento	95814	10/06/2016	<input type="checkbox"/>	<a href="#">Cleared Adults</a>

To add a new home to this FFA, click 'Add Home'. [Add Home](#)

## 8. Associating a Cleared Adult to an RFH (cont'd)

First you must find the individual that you want to associate to the RFH.

When you find the individual you want to associate, click the “Associate” button to the right.



FFA Web App - Manage Offices, Homes and Parents - Microsoft Internet Explorer

Skip Navigation Main Menu View All Personnel Reports Help Settings suzannp Sign out

FFA Web Application - Ver.070529

FFAs Certified Homes Cleared Adults Decertified Homes

Per ID	First Name	Last Name	Eligible	Transfer	FFA #	CFH #	
9807456788	MICKEY	MOUSE	Y	Y	199833340	909500035	Disassociate

If an individual is not on this list, please contact your regional office.

Enter a full or partial Per ID Number

Search Per ID:  Search ID

☒ All names ☐ Starts with ☐ Exact match

Search Last Names:  Search Name

Per ID	First Name	Last Name	Eligible	Transfer	FFA #	CFH #	
9807456788	MICKEY	MOUSE	Y	Y	199833340	909500035	Associate
9807456789	MINNIE	MOUSE	Y	Y	199833340		Associate

\*For your information, if an individual is already associated to an RFH, the RFH number is displayed and the “Associate” button is grayed out.



## 8. Associating a Cleared Adult to a RFH (cont'd)

Click “Confirm” or “Cancel” to complete the process.

FFA Web App - Manage Offices, Homes and Parents - Microsoft Internet Explorer

Skip Navigation Main Menu View All Personnel Reports Help Settings suzannp Sign out

FFA Web Application - Ver.070629

FFAs Certified Homes Cleared Adults Decertified Homes

199833340	LOST ANGELES TEST FACILITY	(213) 750-6955	LOS ANGELES	90044
909500035	Mouse, Mickey and Minnie CFH	(916) 111-1111	Disneyland	95747

Per ID	First Name	Last Name	Eligible	Transfer	FFA #	CFH #	
9807456788	MICKEY	MOUSE	Y	Y	199833340	909500035	Disassociate

If an individual is not on this list, please contact your regional office.

Enter a full or partial Per ID Number

Search Per ID:  Search ID

☒ All names ☐ Starts with ☐ Exact match

Search Last Names:  Search Name

Per ID	First Name	Last Name	Eligible	Transfer	FFA #	CFH #	
9807456788	MICKEY	MOUSE	Y	Y	199833340	909500035	Associate
9807456789	MINNIE	MOUSE	Y	Y	199833340		Confirm Cancel

## 8. Associating a Cleared Adult to an RFH (cont'd)

The individual is now associated to the RFH.

FFA Web App - Manage Offices, Homes and Parents - Microsoft Internet Explorer

Skip Navigation Main Menu View All Personnel Reports Help Settings suzannp Sign out

FFA Web Application - Ver.070629

FFAs Certified Homes Cleared Adults Decertified Homes

199833340	LOST ANGELES TEST FACILITY	(213) 750-6955	LOS ANGELES	90044
909500035	Mouse, Mickey and Minnie CFH	(916) 111-1111	Disneyland	95747

Per ID	First Name	Last Name	Eligible	Transfer	FFA #	CFH #	
9807456788	MICKEY	MOUSE	Y	Y	199833340	909500035	Disassociate
9807456789	MINNIE	MOUSE	Y	Y	199833340	909500035	Disassociate

If an individual is not on this list, please contact your regional office.

Enter a full or partial Per ID Number

Search Per ID:  Search ID

☒ All names ☐ Starts with ☐ Exact match

Search Last Names:  Search Name

Per ID	First Name	Last Name	Eligible	Transfer	FFA #	CFH #	
9807456788	MICKEY	MOUSE	Y	Y	199833340	909500035	Associate
9807456789	MINNIE	MOUSE	Y	Y	199833340	909500035	Associate

## 9. Links at the top of the screen

### a. “Skip Navigation”

The “Skip Navigation” link is a feature available for visually impaired individuals. Click on this link if this applies to you.

[Skip Navigation](#) [Main Menu](#) [View All Personnel](#) [Reports](#) [Help](#) [Settings](#) [AUI](#) [Sign out](#)

FFA Web Application - Ver. 2016-12-29

In order to enter a home that was certified prior to 1/1/17, please contact the FFA Web Administrator at [FFAWeb-Application@dss.ca.gov](mailto:FFAWeb-Application@dss.ca.gov)

FFAs Certified Homes Resource Homes All Homes Cleared Adults Decertified Homes Rescinded Homes

FFA	Facility Name	City	Zip	In DB	Authorized			
360607148	ADOPTIONS UNLIMITED, INC.	CHINO	91710	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Edit</a>	<a href="#">De-Assign</a>	<a href="#">Homes</a>

To assign another FFA Office or Sub-office, please enter the FFA number and click 'Assign New Office'.  
(The FFA number is a 9 digit number.)

FFA Number:  [Assign New Office](#)

## 9. Links at the top of the screen (cont'd)

### b. “Main Menu”

The “Main Menu” link will direct you to the FFA tab. Click on this link at any time to return to the FFA tab.



[Skip Navigation](#) [Main Menu](#) [View All Personnel](#) [Reports](#) [Help](#) [Settings](#) [AUI](#) [Sign out](#)

FFA Web Application - Ver. 2016-12-29

In order to enter a home that was certified prior to 1/1/17, please contact the FFA Web Administrator at [FFAWeb-Application@dss.ca.gov](mailto:FFAWeb-Application@dss.ca.gov)

[FFAs](#) [Certified Homes](#) [Resource Homes](#) [All Homes](#) [Cleared Adults](#) [Decertified Homes](#) [Rescinded Homes](#)

FFA	Facility Name	City	Zip	In DB	Authorized			
360607148	ADOPTIONS UNLIMITED, INC.	CHINO	91710	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Edit</a>	<a href="#">De-Assign</a>	<a href="#">Homes</a>

To assign another FFA Office or Sub-office, please enter the FFA number and click 'Assign New Office'.  
(The FFA number is a 9 digit number.)

FFA Number:  [Assign New Office](#)

## 9. Links at the top of the screen (cont'd)

### c. "View All Personnel"

Click on this link to display all individuals associated to your FFAs.



FFA Web App - Manage Offices, Homes and Parents - Microsoft Internet Explorer

Skip Navigation Main Menu **View All Personnel** Reports Help Settings suzannp Sign out

FFA Web Application - Ver.070629

FFAs Certified Homes Cleared Adults Decertified Homes

Search the entire list of personnel and 'Select' an FFA or FFA/CFH.

**If an individual is not on this list, please contact your regional office.**

Enter a full or partial Per ID Number

Search Per ID:  Search ID

☒ All names ☐ Starts with ☐ Exact match

Search Last Names:  Search Name

Per ID	First Name	Last Name	Eligible	Transfer	FFA #	CFH #	
9807876543	DONALD	DUCK	Y	Y	198222222	909500034	Select
9807876544	DAISY	DUCK	Y	Y	198222222	909500033	Select
9807876543	DONALD	DUCK	Y	Y	349844430	909500034	Select
9807876544	DAISY	DUCK	Y	Y	349844430	909500033	Select
9807456788	MICKEY	MOUSE	Y	Y	198299999	909500035	Select
9807456789	MINNIE	MOUSE	Y	Y	198299999	909500035	Select
9807456788	MICKEY	MOUSE	Y	Y	199833340	909500035	Select
9807456789	MINNIE	MOUSE	Y	Y	199833340	909500035	Select

## 9. Links at the top of the screen (cont'd)

### d. "Reports"

To view reports, click on the "Reports" link at the top of the screen.



The screenshot shows the top navigation bar of the FFA Web Application. The navigation links are: Skip Navigation, Main Menu, View All Personnel, Reports (highlighted with a black arrow), Help, Settings, AUI, and Sign out. Below the navigation bar, the text "FFA Web Application - Ver. 2016-12-29" is displayed. A red text message states: "In order to enter a home that was certified prior to 1/1/17, please contact the FFA Web Administrator at [FFAWeb-Application@dss.ca.gov](mailto:FFAWeb-Application@dss.ca.gov)". Below this message is a tabbed interface with tabs for: FFAs, Certified Homes, Resource Homes, All Homes, Cleared Adults, Decertified Homes, and Rescinded Homes. The "FFAs" tab is selected, showing a table with the following data:

FFA	Facility Name	City	Zip	In DB	Authorized			
360607148	ADOPTIONS UNLIMITED, INC.	CHINO	91710	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Edit	De-Assign	Homes

Below the table, there is a text instruction: "To assign another FFA Office or Sub-office, please enter the FFA number and click 'Assign New Office'. (The FFA number is a 9 digit number.)". At the bottom, there is a form with the label "FFA Number:" followed by a text input field and an "Assign New Office" button.

## 9. Links at the top of the screen (cont'd)

### d. "Reports" (cont'd)

This is the Reports page.

FFA Web App - Reports - Microsoft Internet Explorer

Skip Navigation Main Menu View All Personnel Reports Help Settings suzannp Sign out

FFA Web Application - Ver.070629

Select a Report: FFA List

Find an FFA:

Order by: FFA #

☒ Statistics only Show number of FFAs or CFHs only (Un-check this box for detailed report)

Show Report

Report Instructions:  
1. Select a general type of report.  
2. Enter the 'Search' and 'Order' criteria.  
3. Click the 'Show Report' button.

Print Instructions:  
1. Use 'File --> Page Setup' and choose 'Landscape' orientation.  
2. Use 'File --> Print' menu to print.

Enter a full or partial FFA Name/Number or, to list all FFAs, leave blank.

## 9. Links at the top of the screen (cont'd)

### d. "Reports" (cont'd)

Report instructions are listed here:

You may select the type of report you want:

- FFA List
- Certified Home list
- Decertified Home list

Skip Navigation [Main Menu](#) [View All Personnel](#) [Reports](#) [Help](#) [Settings](#) [AUI](#) [Sign out](#)

**FFA Web Application - Ver. 2016-12-29**

Select a Report: **FFA List**  
Certified Homes  
Decertified Homes  
Resource Homes  
Rescinded Homes

Find an FFA:

Report Instructions:  
1. Select a general type of report.  
2. Enter the 'Search' and 'Order' criteria.  
3. Click the 'Show Report' button.

Print Instructions:  
1. Use 'File --> Page Setup' and choose 'Landscape' orientation.  
2. Use 'File --> Print' menu to print.

Enter a full or partial FFA Name/Number or, to list all FFAs, leave blank.

Order by: **FFA #**

☒ Statistics only [Show number of FFAs or CFHs only \(Un-check this box for detailed report\)](#)

[Show Report](#)

You may sort your report in various ways.

- FFA number
- Facility name
- County, then by FFA number
- County, then by facility name

A list of RFHs or Rescinded homes can be sorted by:

- RFH number
- RFH name
- FFA #, then by RFH #
- FFA name, then by RFH name
- County, then by RFH #
- County, then by RFH name



## **9. Links at the top of the screen (cont'd)**

### **d. "Reports" (cont'd)**

After selecting your report type and order criteria, decide if you want a detailed report. If yes, remove the check in this box and click "Show Report".

If you want total numbers only, leave the check box alone and click "Show Report".

See the following pages for examples of a detailed report and a report with totals only.

FFA Web App - Reports - Microsoft Internet Explorer

Skip Navigation Main Menu View All Personnel Reports Help Settings suzannp Sign out

FFA Web Application - Ver.070629

Select a Report:

Find a Home:

Order by:

Report Instructions:  
1. Select a general type of report.  
2. Enter the 'Search' and 'Order' criteria.  
3. Click the 'Show Report' button.

Print Instructions:  
1. Use 'File --> Page Setup' and choose 'Landscape' orientation.  
2. Use 'File --> Print' menu to print.

Enter a full or partial Home Name/Number or, to list all Homes, leave blank.

☒ Statistics only [Show number of FFAs or CFHs only \(Un-check this box for detailed report\)](#)

Show Report

## 9. Links at the top of the screen (cont'd)

### d. "Reports" (cont'd)

#### i. Report samples

This is a sample of a detailed report.

FFA Web App - Reports - Microsoft Internet Explorer

Address: [http://dotnet.dss.ca.gov/CCLD/SecureNet/ffasys/FFA\\_Reports.aspx](http://dotnet.dss.ca.gov/CCLD/SecureNet/ffasys/FFA_Reports.aspx)

**REPORT: FFA List** Total records found: 5

9/4/2007 11:41:41 AM  
Ordered by: FFA #

	FFAs	In DB	Authorized	Counties	Agents
<b>Totals:</b>	5	5	5	5	2

**FFA List**

FFA #	Facility	Phone	County	In DB	Auth	Agent
107201044	FAMILIES FIRST, INC. Res: 7080 N. MARKS AVE., SUITE 104	(559) 248-8550 FRESNO	FRESNO 93711	Y	Y	jhoney
347000247	FAMILIES FIRST-SACRAMENTO Res: 6507 4TH AVE; STE. 400 mail: 6507 4TH AVE; SUITE 400	(916) 641-9595 SACRAMENTO SACRAMENTO	SACRAMENTO 95817 95817	Y	Y	JHONEY
397000141	FAMILIES FIRST-STOCKTON Res: 2291 W. MARCH LANE, STE. C-101 mail: 1700 9th Street, 2nd Floor	(916) 123-4567 STOCKTON Sacramento	SAN JOAQUIN 95207 95814	Y	Y	JHONEY
435200139	FAMILIES FIRST, INC. FFA - CAM Res: 1475 SO. BASCOM AVE., STE. 112	(408) 369-2220 CAMPBELL	SANTA CLARA 95008	Y	Y	JHONEY
507001348	FAMILIES FIRST Res: 1620 N. CARPENTER; SUITE C-23	(209) 523-3710 MODESTO	STANISLAUS 95351	Y	Y	JHONEY

Done Internet

**9. Links at the top of the screen (cont'd)**  
**d. "Reports" (cont'd)**  
**i. Report samples (cont'd)**

This is a sample of a report with totals only.

The screenshot shows the FFA Web Application interface in a Microsoft Internet Explorer browser window. The page has a blue header with navigation links: Skip Navigation, Main Menu, View All Personnel, Reports, Help, Settings, suzannp, and Sign out. The main content area includes a search section with a dropdown menu for 'Select a Report' (set to 'FFA List'), a text input for 'Find an FFA', and a dropdown for 'Order by' (set to 'FFA #'). There are instructions for reporting and printing. A checkbox for 'Statistics only' is checked. A 'Close Report' button is present. The report title is 'REPORT: FFA List' with a timestamp '11/14/2007 2:50:25 PM' and 'Ordered by: FFA #'. A table shows totals for FFA counts across different categories.

Select a Report:

Find an FFA:

Order by:

☒ Statistics only Show number of FFAs or CFHs only (Un-check this box for detailed report)

To print this report, please see the 'Print Instructions' above.

**REPORT: FFA List** Total records found: 4

11/14/2007 2:50:25 PM Ordered by: FFA #

	FFAs	In DB	Authorized	Counties	Agents
<b>Totals:</b>	4	4	4	2	1

## **9. Links at the top of the screen (cont'd)**

### **e. “Help”**

Clicking on the “Help” link will display the CCLD FFA Web App administrator’s information.

Contact this individual if you have questions or need assistance.



For help, please review the FFA Web Application [User Guide](#).

You may also wish to review the [Frequently Asked Questions](#).

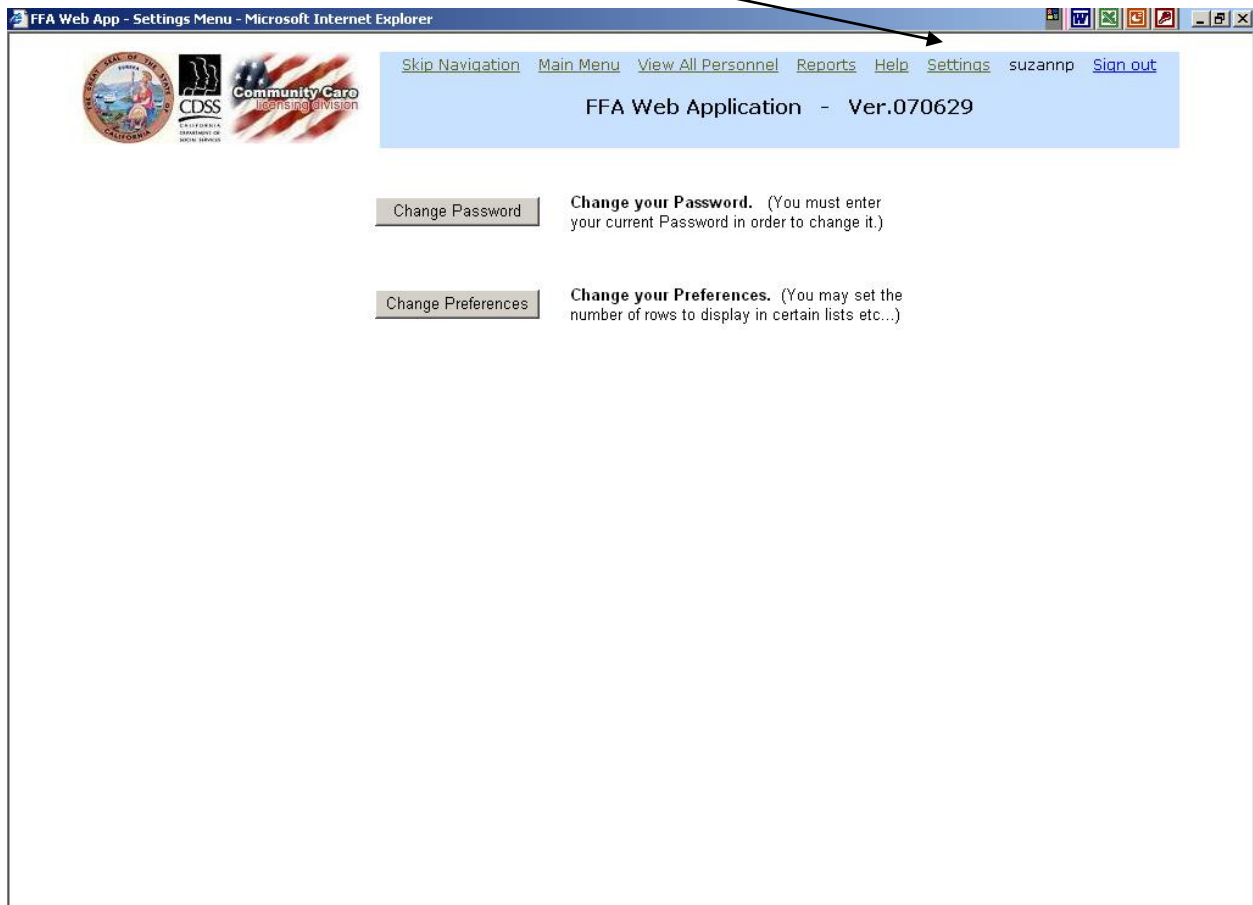
For additional help, please contact the FFA Web App Administrator:

[FFAWeb-Application@dss.ca.gov](mailto:FFAWeb-Application@dss.ca.gov)

## 9. Links at the top of the screen (cont'd)

### f. "Settings"

Click on the "Settings" link and you will see the Settings page.



On the Settings page, you can change your password or change your display preferences.

## 9. Links at the top of the screen (cont'd)

### f. "Settings" (cont'd)

#### i. Change password

Click on the Change Password button to access the Change Password screen.

FFA Web App - Settings Menu - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Search Favorites

Address http://dotnet.dss.ca.gov/CCLD/SecureNet/ffasya/FFA\_Settings\_Menu.aspx Go Links »

Skip Navigation Main Menu View All Personnel Reports Help Settings jhoney Sign out

FFA Web Application - Ver.070629

Change Password Change your Password. (You must enter your current Password in order to change it.)

Change Preferences Change your Preferences. (You may set the number of rows to display in certain lists etc...)

Done

FFA

File

Back

Address

Done

Skip Navigation Main Menu View All Personnel Reports Help Settings jhoney Sign out

FFA Web Application - Ver.070629


Change your password on this screen.

Your password must be at least 8 characters long and contain at least three of the following four items:

- Lowercase letters
- Uppercase letters
- Numbers
- Punctuation

If you forgot your password, please go to the [Forgot Password](#) page.

[Back to Sign in to FFA Web Application](#)

 Account

Change Your Password

Password:

New Password:

Confirm New Password:

Change Password Cancel

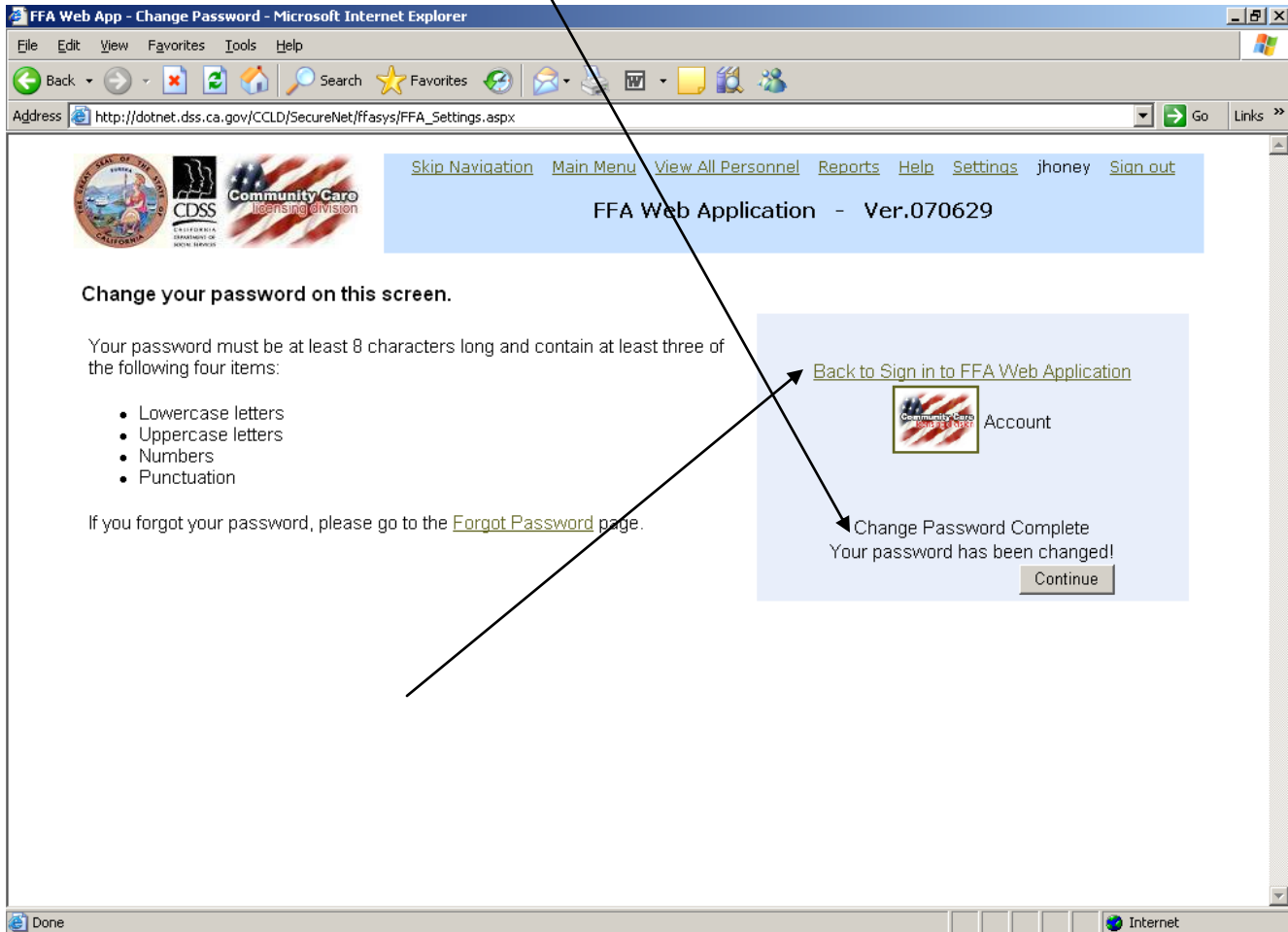
Done

Internet

**9. Links at the top of the screen (cont'd)**  
**f. "Settings" (cont'd)**  
**i. Change password (cont'd)**

After you have changed your password, you should see a confirmation message:

"Change Password Complete  
Your password has been changed!"

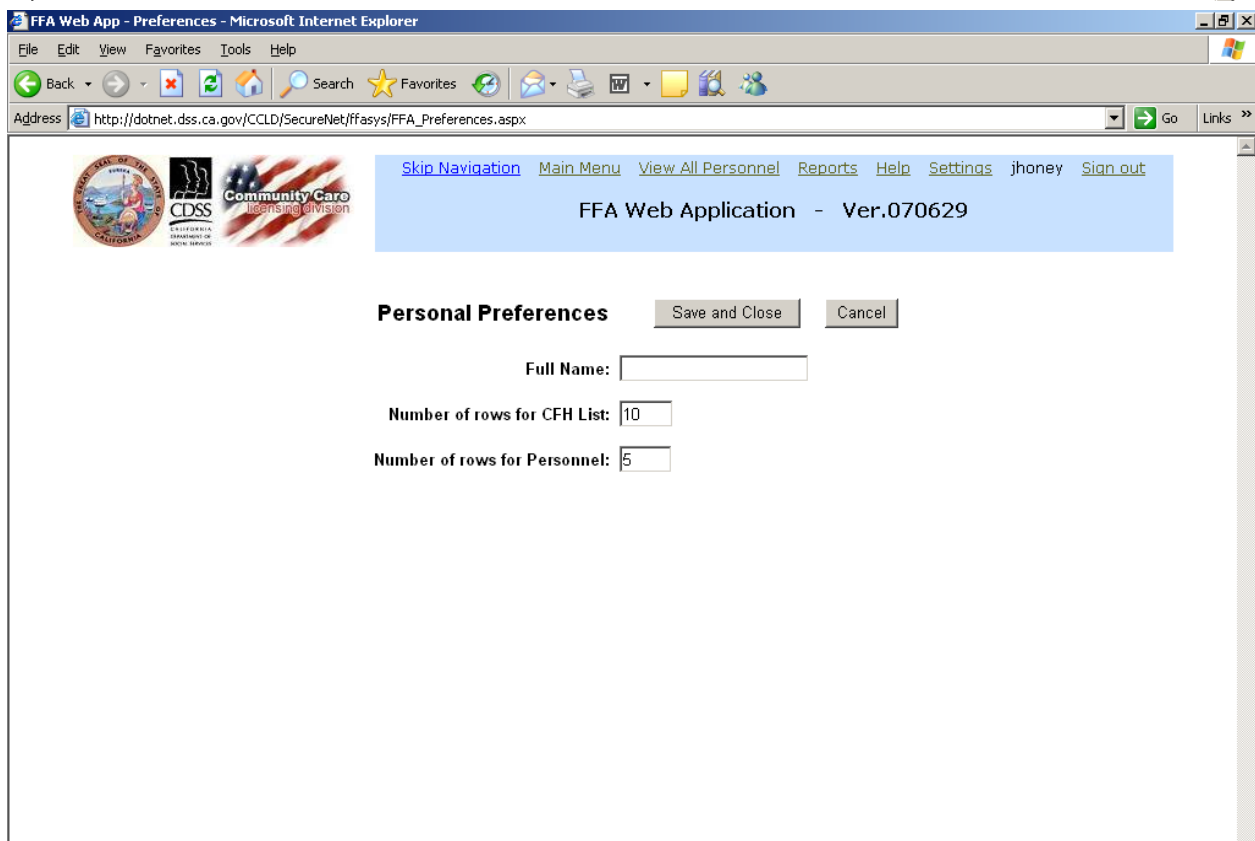
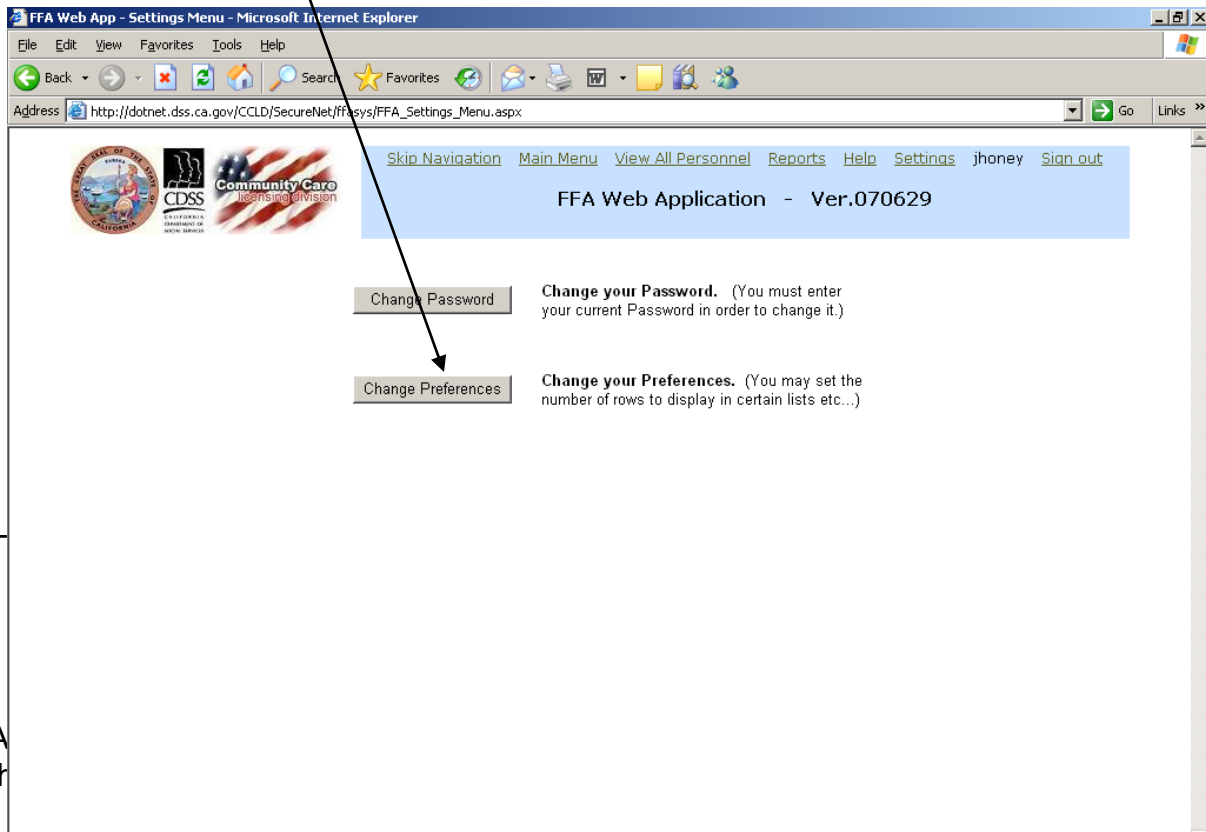


## 9. Links at the top of the screen (cont'd)

### g. "Settings" (cont'd)

#### i. Change preferences

Click on the Change Preferences button to access the Change Preferences screen.





## 10. Forgot my Password

If you do not remember your password, click on the “I cannot access my account” link.


FFA Web Application - Ver.070629

**FFA Web Application a new approach to certification for Community Care Licensing (CCL)/Foster Family Agency (FFA)/Certified Family Home (CFH)**

FFA Web Application is a new kind of tool, built on the idea that FFA/Sub offices can certify and decertify and edit information about their Certified Family Homes using an Extranet Web application. Now you can streamline the process with a paperless process work and rapid web response.

The Community Care Licensing Division (CCLD) of the California State administration promotes the health, safety, and quality of life of each person in community care by promoting continuous improvement throughout the community care licensing system, strategies to increase voluntary compliance, providing technical assistance to care providers and by working collaboratively with clients, their families, advocates, care providers, placement agencies, and others involved in community care.

[Learn more](#) about CCLD. If you are a new FFA or have a new office -FFA/Sub- contact a [CCLD office](#) and [CCLD Children's Residential Program Offices](#) for the list of offices. This FFA Web Application concerns actions of an existing FFA who would like to certify, decertify, and edit the information about their homes and the FFA information.

Sign in to FFA Web App with your  **Account**

Username:

Password:

[I cannot access my account](#)  
An \* signifies a required data entry

[Sign up for FFA Web Application](#)

[About FFA Version](#) [New Features](#)

## 10. Forgot my Password (cont'd)




Enter your User Name here and click "Submit".

FFA Web App - Find Account - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Print Mail News RSS Feeds


Address [http://dotnet.dss.ca.gov/CCLD/SecureNet/ffasys/FFA\\_Cannot\\_Access\\_Account.aspx](http://dotnet.dss.ca.gov/CCLD/SecureNet/ffasys/FFA_Cannot_Access_Account.aspx) Go Links

   FFA Web Application - Ver.070629

If you provided your e-mail address when you signed up for your account, enter your User Name to the right. An e-mail will be sent to you with your temporary password.

If you did not provide an e-mail address when you signed up for your account, please contact the FFA Web App Administrator at (323) 981-3326.

[Back to Sign in to FFA Web Application](#)

 Account

Forgot Your Password?  
Please enter your User Name to receive your password.

User Name:

Submit

Done Internet

## 10. Forgot my Password (cont'd)




Notice that your security question is displayed. You will need to answer your security question and click "Submit".

FFA Web App - Find Account - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail W Y Go Links


Address [http://dotnet.dss.ca.gov/CCLD/SecureNet/ffasys/FFA\\_Cannot\\_Access\\_Account.aspx](http://dotnet.dss.ca.gov/CCLD/SecureNet/ffasys/FFA_Cannot_Access_Account.aspx)

   FFA Web Application - Ver.070629

If you provided your e-mail address when you signed up for your account, enter your User Name to the right. An e-mail will be sent to you with your temporary password.

If you did not provide an e-mail address when you signed up for your account, please contact the FFA Web App Administrator at (323) 981-3326.

[Back to Sign in to FFA Web Application](#)

 Account

Identity Confirmation

Answer the following question to receive your password.

User Name: jhoney  
Question: fat cat  
Answer:

Submit



Done Internet

FFA Web App - Find Account - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail W Y Go Links


Address [http://dotnet.dss.ca.gov/CCLD/SecureNet/ffasys/FFA\\_Cannot\\_Access\\_Account.aspx](http://dotnet.dss.ca.gov/CCLD/SecureNet/ffasys/FFA_Cannot_Access_Account.aspx)

   FFA Web Application - Ver.070629

If you provided your e-mail address when you signed up for your account, enter your User Name to the right. An e-mail will be sent to you with your temporary password.

If you did not provide an e-mail address when you signed up for your account, please contact the FFA Web App Administrator at (323) 981-3326.

[Back to Sign in to FFA Web Application](#)

 Account

Your password has been sent to you.

Done Internet

## 10. Forgot my Password (cont'd)

You will need to sign into the web app using your User Name and temporary password.

If you do not want to keep your temporary password, you may change it by following the “Change password” procedure on page 54.

FFA Web Application - Ver.070629

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[Learn more](#) about CCLD. If you are a new FFA or have a new office -FFA/Sub- contact a [CCLD office](#) and [CCLD Children's Residential Program Offices](#) for the list of offices. This FFA Web Application concerns actions of an existing FFA who would like to certify, decertify, and edit the information about their homes and the FFA information.

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Username:

Password:

[I cannot access my account](#)  
[An \\* signifies a required data entry](#)

[Sign up for FFA Web Application](#)

[About FFA Version](#) [New Features](#)